

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

R.I. WORKS PROGRAM



2017

RED BOOK

For

D. H. S.

**CONTRACTED PROVIDERS
AND**

CERTIFIED VENDORS

**EDUCATION AND TRAINING RESOURCE
FACT SHEETS**

R.I. WORKS PROGRAM

Red Book Introduction

The Red Book is a resource manual for the RIW Social Caseworker staff to assist RIW parents in selecting appropriate work preparation activities as part of their Employment Plans. Parents are required to meet minimum hours per week in approved activities, those hours varying by the household membership and age of the youngest child. Through the contract and fee-for-service providers described in this manual, approvable activities are offered that range from 10-40 hours per week.

Social Caseworkers must work with RIW parents to come up with Employment Plans that both fulfill the parents' minimum required weekly hours and match their interests and experiences. Since the time limits on RIW cash assistance are short and the goal for RIW is employment and self-sufficiency, decisions about which resources to use and parent participation in approvable activities are extremely important.

The providers and their programs have been approved by DHS as meeting the requirements of RIW education and training programs. Providers have agreed to and are required to communicate with RIW Social Caseworkers using the web-based reporting system (EARR) to report attendance, participation, and progress. Use of the EARR is crucial because federal funding is tied to the accurate reporting of parent participation in approvable activities. Social Caseworkers are responsible for acting upon, in accord with policy, the reports of parent attendance and progress.

How to use this manual

This manual is arranged in two sections: 1) Contracted and In-House Providers and 2) Certified Vendors, and then divided by type of service or training (ex. Youth Success, CNA Training) within those sections. Providers are arranged in alphabetical order under each type of service or training. To assist in locating suitable programs for parents, the Table of Contents is listed by type of training offered.

PLEASE NOTE: THIS MANUAL DOES NOT CONTAIN ALL PROGRAMS FOR WHICH A RIW RECIPIENT MAY BE APPROVED. IT CONTAINS THE PROGRAMS THAT DHS FUNDS. Non-DHS funded program providers may be utilized if the provider agrees to report parent attendance and progress in EARR. No provider or program should be approved by Social Caseworkers for use by RIW parents unless that provider has agreed to and been trained to use the EARR system. Contact staff in Administration if a non-DHS funded provider has agreed to use EARR on behalf of one or more RIW parents.

What is a Contracted Provider?

- ◆ Contracted Providers are under contract with the RI Department of Human Services. Contracts may be for multi-year periods.
- ◆ Contracts may be made for a variety of services – education, employment, and case management services are typical.
- ◆ A Contract's focus may be changed to reflect DHS's ongoing needs, and new providers may be sought at the end of contract cycles.

What Is an In-House Service Provider?

- ◆ There are three In-House Providers: intensive employment services are offered through the netWORKri One Stop Centers (DLT), vocational rehabilitation services are offered through the Office of Rehabilitation Services (ORS) for individuals with significant disabilities, and employment and retention services are offered by the DHS Riteworks Employment and Retention Unit.
- ◆ These services are not subject to recertification or special contract requirements, but in-house providers must still report progress and attendance activity to the RIW social caseworker. The Department of Labor and Training and the DHS Riteworks Employment and Retention Unit use the EARR system for reporting parent attendance and progress.

What is a Certified Vendor?

- ◆ Certified vendors are vocational education and job skills training providers that meet DHS criteria for performance.
- ◆ These vendors offer training that leads to full-time jobs with good wages in one of RI's priority industry sectors.
- ◆ The training programs are usually 12 months or less.
- ◆ Every two years, certified vendor program performance is reviewed. Some providers may be certified for shorter periods.

RED BOOK TABLE OF CONTENTS

INTRODUCTION

CONTRACTED AND IN-HOUSE SERVICE PROVIDERS

Adult Basic Education (ABE) and English as a Second Language (ESL)

10 Hour Project Opportunity Programs

Comprehensive Community Action Program
Cranston Adult Ed
Crossroads
Dorcas International Institute
East Bay CAP – Even Start
Education Exchange-Hope Valley, North Kingstown, Wakefield, Westerly
Genesis Center
Progreso Latino
Providence Housing Authority
Project RIRAL (Mentor Inc.)
Providence Skills Center
Tri County Community Agency
West Bay Community Action Agency

30 Hour Project Opportunity Programs

Dorcas International Institute
Education Exchange
Genesis Center
Goodwill
Project RIRAL (Mentor Inc.)
Rhode Island College Outreach
Tri-County Community Agency
West Bay Community Action Agency

Assessment and Testing

CCRI Project Reach

Clothing Collaborative

Dorcas Place

Employment Services (including work experience, job readiness, job search and OJT)

CCRI
Community Care Alliance
Family Connections/South Shore Center
Rhode Island Department of Labor & Training
Office of Rehabilitation Services
Riteworks-Dept. of Human Services
SER-Jobs for Progress
South Shore Center
Workforce Solutions of Providence/Cranston

Family Violence Option Advocacy Program (FVOAP)

RI Coalition Against Domestic Violence

Nurse-Family Partnership

Children's Friend

Post-Secondary Education

CCRI Project Reach

Residential

Comprehensive CAP: New Opportunity Homes (Pregnant or Parenting Teens)

SSTARBIRTH (Substance Abuse Recovery)

Youth Success

Blackstone Valley

Children's Friend

Comprehensive CAP

East Bay CAP

Community Care Alliance

Providence CAP

South County CAP

Tri-County CAA

Westbay CAP

CERTIFIED VENDORS**Bookkeeping/Accounting**

Rhode Island College Outreach (TRABAC)

Computer/Information Technology

New Horizons

Roger Williams University

Computer Skills

Genesis Center

HITEP

New Horizons

Construction Pre-Apprenticeship Training

Building Futures

Culinary Arts/Hospitality

Cookie Place

Genesis Center

Customer Service

Goodwill Industries

HITEP

Training & Business Collaborative Institute

Environmental/Janitorial

Community Care Alliance

Crossroads

Genesis Center

Healthcare

Access Point RI/Formerly People In Partnerships (CNA)
CCRI (CNA, Pharmacy Technician)
Community Care Alliance (Healthcare Reimbursement Specialist)
Crossroads (CNA)
Genesis Center (Homemaker, Healthcare Exploration/Stepping Up)
HITEP (CNA)
Rhode Island Allied Health Institute (CNA)
Rhode Island College Outreach (Community Health Worker, Medical Assistant/TRAMA)
Health Care Training Collaborative/Formerly St. Antoine's (CNA)

Legal Assistant

Roger Williams University

Office Skills

Access Point RI
Community Care Alliance
Roger Williams University

Security

Consolidated Consulting and Recruiting Service - CCRS (Certified Protection Officer I & II)

Teacher Assistant

CCRI

Warehouse Training

Goodwill Industries

MTTI

(Automotive Service Tech, Building and Property Trades, Computer/IT Tech, HVAC/R, Marine Service Tech, Medical Assistant, Medical Billing & Coding/Office Management, Motorcycle/Power Equipment Tech, Personal Fitness Trainer)

Adult Education

Adult education services for Rhode Island Works participants enable adults to acquire the basic skills necessary to function in today's society and be successful in the workplace. These skills can include reading, writing, math, speaking/listening in English, and work readiness. A range of instructional services are available to participants with academic skills below the high school completion level or in need of increased English language skills.

10-Hour Programs

These programs are for RI Works parents who are already working 20 hours per week or otherwise in approvable 20-hour per week core activities.

Name of Program	Location	Type of Adult Ed Offered
Comprehensive Community Action	Cranston, Pawt., Warwick, Prov.	GED
Cranston Adult Ed	Cranston	GED
Crossroads	Providence	GED
Dorcas International Institute	Providence	ABE/ ESL
East Bay CAP – Even Start	Newport	ABE/ESL
Education Exchange	Hope Valley, North Kingstown, Wakefield, Westerly	ABE
Genesis Center	Providence	ESL
Goodwill Industries	Providence	GED/ESL
Progreso Latino	Pawtucket/Central Falls	GED/ESL
Providence Housing Authority	Providence	GED/ESL
Project RIRAL (Mentor Inc.)	Woonsocket	ABE/ESL
Tri County Community Agency	South County, Johnston	GED
West Bay Community Action Agency	Warwick	GED

30-Hour Project Opportunity Intensive Programs

These programs are for RI Works parents with limited education. Parents must have TABE (or other educational assessment) results below 3rd grade, or below 6th grade with no work experience. Parents who speak almost no English are also eligible for these programs. Thirty (30) hours per week of participation is required, even for parents with children under 6 years old. Referrals are made for 6 month increments, with an option for an extension if necessary. During this period, parents are provided with a combination of adult basic education classes, financial literacy, job readiness, in a holistic approach to employment preparation.

Name of Program	Location	Type of Adult Ed Offered
Dorcas International Institute	Providence	GED, ABE, ESL
Education Exchange	Hope Valley, North Kingstown, Wakefield, Westerly	GED/ ABE
Genesis Center	Providence	ESL
Goodwill Industries	Providence	ABE/GED/ESL
Progreso Latino	Pawtucket/Central Falls	GED/ESL
Project RIRAL (Mentor Inc.)	Woonsocket	GED/ESL
Rhode Island College Outreach	Providence	GED/ESL
Tri County Community Agency	South County, Johnston	GED
West Bay Community Action Agency	Warwick	GED

Project Opportunity
10 Hour Programs

Comprehensive Community Action – GED

Cranston Adult Education – GED

Crossroads – GED

DIIRI – ESL, GED, ABE

East Bay Community Action – Even Start - GED

Education Exchange – ABE/ESL

Genesis Center – ESL

Goodwill Industries – ABE, ESL

Progreso Latino – ESL, ABE

Project RIRAL – GED, ABE, ESL

Providence Housing Authority – ABE/ESL

Tri-County Community Action Agency – ABE, ESL, GED

West Bay Community Action

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island
Mailing Address: 160 Broad Street, Providence, RI 02903
Website address: www.crossroadsRI.org

Name of Program: Crossroads Learning Center 10-Hour ABE/GED and NEDP Preparation

Contact Person(s) for Program Information:

Name: Jennifer Bryant **Telephone:** 401-277-4367 **FAX** N/A **E-Mail:** jbryant@crossroadsri.org

Financial Aid Contact Person:

Name	N/A	Telephone	FAX	E-Mail
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Program Description:

The Crossroads Learning Center is a unique Adult Basic Education program. We offer a multi-level classroom providing one-one-one and small group tutoring for individuals who work at their own pace and prefer working individually versus being in a large classroom. We offer a flexible schedule and allow students to come in during posted hours of operation (M-F 9am-12pm and T and Th from 1pm-3pm), as long as they meet the 10-hour attendance requirement by the end of each week. We guarantee a supportive learning environment and incorporate technology use in the classroom. We do not have minimum CASAS test score entry requirements to participate in our program. We do not offer ESL.

Our Computer Classes are structured and are offered Mondays and Wednesdays from 1pm-3pm. We also provide an Open Computer Lab day on Tuesdays from 1-3 where students can practice what they have learned or take assessments/exams for the North Star Digital Literacy Certifications. Classes include Basic Computers, Email, Word, Excel, World Wide Web, Social Media and Windows 7. Class offerings change monthly based on demand and needs of the students.

Names of Certificate(s) or credential(s) awarded upon completion:

GED or NEDP and North Star Digital Literacy Certifications

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

The Learning Center program prepares students for taking and passing the GED, for entry into an NEDP sister agency, and provides computer classes and certifications that prepare students for working with today's business technology.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Attendance at our weekly Program Information Session is highly suggested but not required. Every Thursday at 2pm, prospective referrals can visit the classroom, meet the instructors and get the upcoming Orientation/Intake date and time. We recommend this visit to be sure the location, accessibility and classroom style works for the individual.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Learning Center classroom and computer room is located at 160 Broad Street in Providence. On-site parking is not available but we are located on the bus line and there is on-street parking available on nearby surrounding streets. The Learning Center is ADA accessible.

****Enrollment is approximately every two weeks**, pending holidays. Please advise referrals to attend a weekly Program Information Session, held every Thursday at 2pm at 160 Broad Street to see the program site and receive the next Orientation/Intake date and time.

Open entry / Open exit? X
 Yes No

Classes start on the first & third Mondays of the month.

Total Number of Weeks in Program: 50 Total Number of Hours per Week: Minimum of 10 hours w/flexible scheduling, (see times below)

****Program is closed one week in December and one week in July each year**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9am	12pm	1pm Computer Class	3pm
Tuesday	9am	12pm	1pm Extended Educational and Open Computer Lab Hours	3pm
Wednesday	9am	12pm	1pm Computer Class	3pm Computer Class
Thursday	9am	12pm	1pm Extended Educational	1pm
Friday	9am	12pm		
Saturday	CLOSED			
Sunday	CLOSED			

*Hours may vary depending upon externship site.

Total Cost of Program: Total Cost Paid by RI DHS:
 N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at marv.inglis@dhs.ri.gov and marv.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
DHS Contracted Providers**

Name of Organization: Dorcas International Institute RI (DIIRI)

Mailing Address: 220 Elmwood Avenue, Providence, RI 02907

Website address: www.diiri.org

Name of Program: **10-Hour Adult Education:**

(1) Intensive English as a Second Language (ESL)/Job Readiness

(2) ABE & GED/Job Readiness

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Jeff Walker, Admissions & Assessment	401-784-8689		jwalker@diiri.org

Students are not charged for enrolling in the program.

Program Description:

Dorcas International Institute of RI offers **two** 10-hour programs (students will be placed in the appropriate program according to their reading scores):

- (1) **Intensive English as a Second Language (ESL)/Job Readiness** program: Best suited for refugees, asylees, or immigrants who are recent arrivals, dislocated workers, or displaced homemakers. Most participants enter with reading levels between 0 and 3rd grade.
- (2) **ABE & GED/Job Readiness** program is for students who enter with reading levels at the 4th grade and above. Students are provided with instruction in the five GED subjects—reading, writing, math, science and social studies—contextualized around a job readiness curriculum. Students will also be taught computer skills needed to take the new GED tests.

Both the **Intensive English as a Second Language (ESL)/Job Readiness** program and the **ABE & GED/Job Readiness** program offer one-on-one sessions with DIIRI job developers to help students explore, search, apply, and interview for jobs. Whenever possible, job developers will place students in jobs.

Both programs also present the following instructional components—adapted to fit students' learning levels:

- World of Work: Work readiness, soft skills, American work ethic & conduct, interpersonal skills
- Business math skills
- Critical thinking skills
- Financial literacy skills
- Computer Lab experiences (Internet and e-mail skills; introduction to Microsoft Word, Excel, PowerPoint)
- Career exploration
- Instruction on searching for jobs (including online), completing applications, developing résumés, writing cover letters, and interviewing (including mock interview sessions)

The **Intensive English as a Second Language (ESL)/Job Readiness** program provides for the following—adapted to fit students' learning levels:

- English as a Second Language and/or literacy instruction in reading, writing, speaking and listening
- Life skills and adjusting to American culture
- Language Lab experiences for improving speaking and listening skills
- One-on-one case management for resettlement and cultural adjustment issues.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a DIIRI certificate of achievement as they progress from one class to the next higher level class. This advancement shall be based on a student's CASAS Life & Work reading test score and on the recommendation of the teacher. ESL students will also receive a certificate of achievement if they score 236 or higher on the CASAS reading test.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level positions in the following areas:

Hotel Housekeeping	\$9.60 - \$10.50 per hour
Warehouse	\$9.60 - \$10.00 per hour
Food Service	\$9.60 - \$10.00 per hour

If appropriate, please include recent TABE Reading and Math Scores in your referral.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- Dorcas International Institute RI is at 220 Elmwood Avenue, Providence, RI 02907
- Parking for students is available behind the building and in the adjacent lot.

Enrollment information*:

Scheduled Start Date **1st & 3rd Mondays of each month**
Scheduled End Date **as determined by client's plan**

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	11:00 am
Tuesday	9:00 am	11:00 am
Wednesday	9:00 am	11:00 am
Thursday	9:00 am	11:00 am
Friday	9:00 am	11:00 am
Saturday	Ø	Ø
Sunday	Ø	Ø

Total Cost of Program: **N/A—this is a grant-funded program through RIDE and DHS.**

Other Types of Financial Aid available to the student: **N/A**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: East Bay Community Action
Mailing Address: 1 York Street, Newport RI 02840
Website address: www.ebcap.org
Name of Program: An Even Start in Newport

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Gianna Carroll	236-1281	324-6658	giannac70@gmail.com

Financial Aid Contact Person: NA

Program Description:

Even Start in Newport is a family literacy program that provides Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL), and employment preparation and support. Students must also attend Parenting Education offered on site and are responsible for Interactive Literacy activities with their children each week.

Names of Certificate(s) or credential(s) awarded upon completion:

GED diploma, completion of ESL program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Various entry level positions

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Student must have a child between birth and 8 years old and live on Aquidneck Island

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- 1 York Street, Newport, RI 02840
- Handicap accessible
- Parking available

Enrollment information:

Open entry / open exit? Yes

Number of Hours per week: 10

Program runs 8:30am-12:30pm. The 10 hours can be flexibly scheduled within those times.

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	8:30 AM	12:30 PM
Tuesday	8:30 AM	12:30 PM
Wednesday	8:30 AM	12:30 PM
Thursday	8:30 AM	12:30 PM
Friday	8:30 AM	12:30 PM
Saturday		
Sunday		

Total Cost of Program: Free

Other Types of Financial Aid available to the student: N/A

*** It is our expectation that you will update DHS when the schedule or hours change.
Location where program is offered and information about public transportation, parking, accessibility, etc.:**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- Hope Valley /10-hr Program for RI Works
ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-783-0293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-\$12/hour
Childcare/teacher assistant	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located in the Arcadia Branch YMCA, Main Street, Hope Valley.

Open entry / open exit? Yes x No

Contact Rebecca Pierce 401-783-0293 or rpierce@EdExRI.org for Registration information.

Total Number of Weeks in Program: 10 Total Numbers of Hours per Week: 10

Days and Hours that Program is Offered Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	12:00pm		
Tuesday	9:00am	12:00pm		
Wednesday	9:00am	12:00pm		
Thursday	9:00am	12:00pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: n/a This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Education Exchange**

Mailing Address: **33 North Road C-1**
 Lily Pads Professional Center
 Peace Dale, RI 02879-2164

Website address: **www.EdExRI.org**

Name of Program: **ADULT EDUCATION- No. Kingstown /10-hr Program for RI**
 Works
 ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-789-00293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-12/hour
Childcare/teacher assistants	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located at the Kingstown Crossing, 11 Merrill Lane, North Kingstown
- Parking is available
- RIPTA FLEX Service is available

Open entry / open exit? Yes ☒ No ☐

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total Number of Weeks in Program: 10 **Total Numbers of Hours per Week:** 10

Days and Hours that Program is Offered Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	12:00pm		
Tuesday	9:00am	12:00pm		
Wednesday	9:00am	12:00pm		
Thursday	9:00am	12:00pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: n/a This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at ary.mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- WAKEFIELD /10-hr Program for RI Works

ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-789-00293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-\$12/hour
Childcare/teacher assistants	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

Education Exchange is located at
33 North Road C-1 Lily Pads Professional Center Peace Dale, RI 02879-2164

- Parking is available

Open entry / open exit? Yes X No

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total Number of Weeks in Program: 10 Total Numbers of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:00 pm	1 pm	3 pm
Tuesday	9:00 am	12:00 pm	1 pm	3 pm
Wednesday	9:00 am	12:00 pm	1 pm	3 pm
Thursday	9:00 am	12:00 pm	1 pm	3 pm
Friday				
Saturday				
Sunday				
Evening Program				
Monday				
Tuesday	5:15 pm	8:30 pm		
Wednesday	5:15 pm	8:30 pm		
Thursday	5:15 pm	8:30 pm		

Total Cost of Program: n/a This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Education Exchange**

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: **ADULT EDUCATION- Westerly /10-hr Program for RI Works
ABE / Pre-GED / GED**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-789-00293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-12/hour
Childcare/teacher assistants	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located in the Tower Street Community Center, 93 Tower Street, Westerly RI 02891
- Parking is available

Open entry / open exit? Yes ☒ No

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:00 pm		
Tuesday	9:00 am	12:00 pm		
Wednesday	9:00 am	12:00 pm		
Thursday	9:00 am	12:00 pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: n/a This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Avenue, Providence, RI 02907**
Website address: **www.gcenter.org**
Name of Program: **ADULT EDUCATION/ Genesis Center 10 hour Program**
 ESL

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amy Morales	401-781-6110, ext. 25	401-461-8788	<u>amorales@gcenterri.org</u>

Program Description:

The Genesis Center 10 hour program is a program designed for RIWorks recipients who are English as a Second Language speakers. The program helps those who are already working 20 hours a week (or have another approvable 20 hour core work activity) to improve their speaking, listening, reading and writing skills in English.

Names of Certificate(s) or credential(s) awarded upon completion:

Students receive certificates of achievement as they progress in their educational levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This program focuses on adult education so that participants are better prepared for any occupation.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Participants should be English as a Second Language individuals.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- The Genesis Center is located at 620 Potters Avenue, Providence, RI 02907
- Parking is available in a parking lot next to the building or on the street on Dexter Street.
- If traveling by bus: from Downtown Providence, take bus route #20, 21 or 22 and stop at Potters Avenue, then walk two blocks to The Genesis Center

Vendor Name: Genesis Center 10 hr GED

Class Location: 620 Potters Avenue, Providence

Open entry / Open exit? X
Yes No

Students can be referred for the 1st Monday of every month via EARR. In the case of a Monday holiday, referrals can be for the next day.

Total # of Weeks in Program: 24

Total # of Hours per Week: 12.5 hr. (M-F a.m.) or 10 hr. (M TH p.m.)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	11:30 AM	6:00 PM	8:30 PM
Tuesday	9:00 AM	11:30 AM	6:00 PM	8:30 PM
Wednesday	9:00 AM	11:30 AM	6:00 PM	8:30 PM
Thursday	9:00 AM	11:30 AM	6:00 PM	8:30 PM
Friday	9:00 AM	11:30 AM		
Saturday				
Sunday				

Total Cost of Program: Total Cost Paid by RI DHS: n/a RIDE grant

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Goodwill Industries of Rhode Island**

Mailing Address: **100 Houghton Street, Providence, RI 02904**

Website address: **www.goodwillri.org**

Name of Program: **Project Opportunity - ESL/ABE Program 10 Hours**

Adult Education

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

Goodwill Industries of RI offers a 10-hour per week ESL or ABE educational program, which can include specialized services for RIWorks' participants with learning difficulties.

Each participant will:

- Receive specialized instruction to fit an individual's unique learning needs
- Receive wraparound/case management services

Goodwill also offers a 30-hours per week ESL/ABE Work Intensive Program which does include work experience and job readiness

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a certificate of completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Food Prep	\$9.60 - \$14.00
Office Management	\$9.60+
Retail Associate	\$9.60 - \$11.00
Warehouse Assoc.	\$9.60 - \$13.00
Shipping & Receiving	\$9.60 - \$12.00
Machine Operator	\$10.00 - \$13.00
Childcare	\$9.60 - \$11.00
Data Entry	\$10.00 - \$12.00
Housekeeping	\$9.60 - \$12.50

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Students should have a need for English as a Second Language (ESL), or to learn/improve basic academic skills (ABE)

Vendor Name: Goodwill Industries of RI **Training Program Name:** ESL/ABE 10 Hour Program

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
100 Houghton Street
Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Enrollment information: Classes will start on the 2nd Monday of the month (2nd Tuesday if Monday is a Holiday)

Open entry / Open exit? X
 Yes No

Scheduled Start Date: January 9, 2017
Scheduled Start Date: February 14, 2017
Scheduled Start Date: March 13, 2017
Scheduled Start Date: April 10, 2017
Scheduled Start Date: May 8, 2017
Scheduled Start Date: June 12, 2017

Scheduled Start Date: July 10, 2017
Scheduled Start Date: August 14, 2017
Scheduled Start Date: September 11, 2017
Scheduled Start Date: October 9, 2017
Scheduled Start Date: November 13, 2017
Scheduled Start Date: December 11, 2017

Total Number of Weeks in Program: As needed **Total Number of Hours per Week:** 30 Hours or 10 Hours

Days and Hours that Program is Offered				
30 Hour Program			10 Hour Program	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00	Hours vary	
Tuesday	9:00	3:00	Hours vary	
Wednesday	9:00	3:00	Hours vary	
Thursday	9:00	3:00	Hours vary	
Friday	9:00	3:00	Hours vary	
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: Project Opportunity – N/A **Total Cost Paid by RI DHS:** P.O. – N/A
Other Types of Financial Aid available to the student: N/A

* Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
RI WORKS
DHS Contracted Providers**

Name of Organization: PROGRESO LATINO INC.
Mailing Address: 626 BROAD STREET, CENTRAL FALLS, RI 02863
Website address: ProgresoLatino.org,

Name of Program: 10 Hour Adult Education Program
Progreso Latino

Contact Person(s) for Program Information:

Progreso Latino:

Student Service Specialist;

Zujanna Medina	728-5920_x 304	724-5550	zmedina@progresolatino.org
Name	Telephone	FAX	E-mail

Case Manager:

Rossis Echavarria	728-5920_x 305	724-5550	rechavarria@progresolatino.org
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

10 hour program description: The 10 hour program runs Monday through Friday from 9-3pm. However, individualization is prioritized to meet the specific needs of participants in relation to their career goals. We encourage participants not only to improve academically but to participate in job shadowing, vocational training opportunities, etc. coupled with our adult education services. The program's goal is that it is meaningful to participants and connected to SMART goals under the stewardship of TANF Counselors. See details of educational programming below. Our program facilitates a job club for participants emphasizing job readiness skills.

10 hour program description: Hours can be aggregated for morning or evening. Courses include Computer Literacy, Literacy, ESL, Pre-GED and GED [English or Spanish] per week. Students may coordinate their schedules to accommodate different course categories. Sessions normally run from Sept to December, January to May, and June to August. Enrollments are open entry during sessions. Classes run 9am-12pm or 6pm to 9pm weekdays. We will add 1 hour of extra homework or classroom review to complete the 10 hour class. Students may opt. to participate in up to 12 hours of instruction per week if they so choose and the program can accommodate their preferences.

Prerequisites for admission into program (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.):

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Progreso Latino, 626 Broad Street, Central Falls, R.I. Parking is available.

Open entry / open exit? X YES

Total Number of Weeks in Program: varies Total Number of Hours per Week: 10
The schedule will vary according course level

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	11:00 a.m.	6:00pm	9:00pm
Tuesday	9 a.m.	11:00 a.m.	6:00pm	9:00pm
Wednesday	9 a.m.	11:00 a.m.	6:00pm	9:00pm
Thursday	9 a.m.	11:00 a.m.	6:00pm	9:00pm
Friday	9 a.m.	11:00 a.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Providence Housing Authority
Mailing Address: 100 Broad Street, Providence, RI 02903
Website address: www.pha-providence.com

Name of Program: 10 hour Project Opportunity GED/ESL Program (flexible hours available)

Adult Education

Contact Person(s) for Program Information:

Name Elizabeth Bates **Telephone:** 401-709-6408 **Fax:** 401-709-6425 **E-Mail:** elizabethb@pha-providence.com
Name Rick Campbell **Telephone:** 401-709-6422 **Fax:** 401-709-6425 **E-Mail:** richardc@pha-providence.com

Financial Aid Contact Person:

Name	n/a	Telephone	FAX	E-Mail
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Program Description: ABE, GED Preparation, ESL – all levels

PHA offers supplementary programs in addition to adult education, such as our Financial Opportunity Center which offers employment services, financial services and income supports which are all free, one-on-one and housed in the same building as ABE, GED and ESL classes. Basic computer skills instruction is included in the adult ed curriculum and is offered to all students.

Names of Certificate(s) or credential(s) awarded upon completion: GED

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

n/a

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Read and write in English for GED program, read and write in native language for ESL class

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

50 Laurel Hill Avenue Providence, RI 02909	144 Dodge Street (Evening ESL classes only are located here) Providence, RI 02907
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On a bus line, free onsite parking, handicap accessible

Vendor Name: PHA

Training Program Name: Project Opportunity

Open entry / Open exit? X (Will be open enrollment for Project Opportunity participants only)

Yes No

Total Number of Weeks in Program: Fall session – 3 months, Spring session – 5 months, Summer session – 2 months

Total Number of Hours per Week: Minimum of 10 for this program

Days and Hours that Program is Offered						
	Time Starts	Time Ends	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	1:00	2:30	4:30	5:30	8:00
Tuesday	9:00	1:00	2:30	4:30		
Wednesday	9:00	1:00	2:30	4:30	5:30	8:00
Thursday	9:00	1:00	2:30	4:30		
Friday						
Saturday						
Sunday						

*Hours vary depending on the class the student is placed in.

Total Cost of Program: \$0 for Project Opportunity participants

Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RIRAL (Mentor, Inc.)
Mailing Address: 191 Social Street, Suite 1, 3rd Floor
Woonsocket, RI 02895
Website address: www.riral.org
Name of Program: Rhode Island Works 10 hour program
ESL / ABE / pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amanda Hanley	762 – 3841, ext. 21	762 – 4396	ahanley@riral.org

Financial Aid Contact Person: N/A

Program Description:

RIRAL provides access to its community-based programs for RI Works recipients who are at or above the sixth grade level and already working 20 hours a week (or have another approvable 20 hour core work activity), and who need to supplement those 20 hours with 10 hours of education per week. Activities are aligned with clients' educational and job goals. As appropriate to the client, RIRAL specifically targets preparation for higher level vocational trainings by preparing them for the TABE/ CASAS assessments at the DLT and/or preparation for a secondary credential.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clients who complete their course of study and achieve their educational goals are prepared for jobs in these industries:

- | | |
|---|--|
| • Food Service \$9.60 - \$12/hr | • E-waste management \$9.60 - \$15/hr |
| • Childcare/ Eldercare \$9.60 - \$11/hr | • Automotive \$10 - \$12/hr |
| • Office Receptionist \$10 - \$12/ hr | • Non-union construction worker \$10 - \$12/hr |

Prerequisites for admission into program: (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

No pre requisites. Clients must be referred to RIRAL through the EARR system. During Orientation Week, clients will be assessed to ensure that they can meet the goals of their educational plans.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Woonsocket Learning Center, 191 Social Street, 3rd Floor Woonsocket, RI.

- The Center is located in the Cornerstone Building across the street from the Harris Library.
- The building meets all federal and state accessibility regulations. There are ramps to the lower level on each side of the building. There is an automatic, revolving door on the Clinton Street entrance. There are two elevators inside the building.
- Clients can take RIPTA 54 Lincoln/ Woonsocket, 87 Fairmount/ Walnut Hill, or the 281 Woonsocket Flex service.

Open entry / open exit? Yes No X

Registration Dates: Registration will take place on the following days starting at 9:00 am. Clients should expect to stay until 12:00 pm.

January 6, 2017
February 3, 2017
March 3, 2017
April 7, 2017
May 5, 2017
June 2, 2017

July 7, 2017
August 4, 2017
September 1, 2017
October 6, 2017
November 3, 2017
December 1, 2017

Total Number of Weeks in Program: N/A **Total Number of Hours per Week:** **10 hours/week**

- Community-based program at the Woonsocket Learning Center for **daytime** is **year-round**. RIRAL **evening program** runs from **September to April** in **Woonsocket** and in **East Providence**.
- Clients who miss activity during the week will have the option of working at the Center on Fridays or completing an approved Distance Learning/homework activity to maintain monthly attendance requirements.

Program Schedules: (ESL, 10 hour) Day

	Content Area	Start	End
Monday, Tuesday, Wednesday, & Thursday	ESL	9:30 am	12:00 pm

Program Schedules: (ABE, GED, Remedial, 10 hour)* Day: *Please note that RIRAL offers math classes on Monday and Tuesday and Language Arts classes (including Social Studies and Science) on Wednesday and Thursday. 10 hour clients should select which subject area they would like to study. Alternatively, if clients prefer to take both classes, RIRAL can adjust their weekly hours. Please contact Amanda Huling 401.762.3841 or ahuling@riral.org for an adjusted schedule.

	Content Area	Start	End
Monday & Tuesday	Math	9:30 am	2:30 pm
Wednesday & Thursday	Language Arts, Social Studies, and/or Science	9:30 am	2:30 pm

Program Schedules: (ABE, GED, Remedial, 10 hour)* Evening: RIRAL's evening program is available in Woonsocket and East Providence from September 25-April 12. Clients attend 5 hours of classroom instruction and 5 hours of approved distance learning/homework activities to fulfill the 10 hour a week requirement.

	Content Area	Start	End
Tuesday	Language Arts, Social Studies, and/or Science	6:00 pm	8:30 pm
Wednesday	Math	6:00 pm	8:30 pm

Total Cost of Program: N/A - This is a grant funded program through RIDE and RIDHS.

Other Types of Financial Aid available to the student: **N/A**

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Tri-County Community Agency
Mailing Address: 1126 Hartford Avenue, Johnston, RI. 02919
Website address: www.tri-town.org

Name of Program: Tri-County Opportunity Center (10 Hour Program)
South County Opportunity Center (10 Hour Program)

Adult Education

Contact Person(s) for Program Information:

Name: Jamie Sisto **Telephone:** 401-519-1929 **FAX:** 401-351-6756 **E-Mail:** jsisto@tri-county.org

Financial Aid Contact Person:

Name	N/A	Telephone	FAX	E-Mail
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Program Description:

Tri-County's Opportunity Center combines a broad spectrum of services designed to help low income disadvantage adults attain the skills they need to achieve career oriented, living wage employment. Tri-Town combines academic, work-based, and supportive service assessments with intensive case management to help clients meet their individual career and academic goals. Services include GED preparation, Work Readiness, Life Skills, Digital Literacy, and Experiential Learning to attain employment. We offer a multi-level classroom with one-on-one and small group instruction in all the disciplines necessary for passing the GED exam. We offer Financial Literacy, Work Readiness, soft skills, resume preparation and digital literacy. We provide a supportive learning environment and incorporate technology into the classroom. In addition, TANF recipients may be eligible to receive a paid work experience or other incentive payments.

Names of Certificate(s) or credential(s) awarded upon completion:

GED, Financial Literacy Certificate, Work Readiness Certificate, North Star Digital Literacy Certificate, National Career Readiness Credential (NCRC), CPR and First Aid card (American Red Cross), OSHA General 10 Hour certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Tri-County Community Agency prepares students for taking and passing the GED, provides computer classes and certifications that prepare students to enter the world of today's businesses, understand the world of work, and to better prepare for their present and future financial stability.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) Documentation of age, RI residency, and eligibility to work in the US (SS#). Documentation can be in the form of DHS Letter certifying these requirements.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Offered at:

Tri-County Opportunity Center, 33 Maple Ave. in North Providence. There is ample free parking available, the classroom is ADA accessible, and the building is located on a RIPTA bus line.

Offered at: South County Opportunity Center, 415 Tower Hill Road, North Kingston, 02852.

Vendor Name: Tri-County Community Agency **Training Program Name:** Tri-County Opportunity Center

Tri-County offers a flexible enrollment calendar which allows individuals to enroll in the program at any time during the program year. Individuals should contact the Program to schedule appointment for Orientation/Intake.

Open entry / Open exit? ☒ Yes ☐ No

Total Number of Weeks in Program: 52

Total Number of Hours per Week: up to 47

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 AM	6:00 PM		
Tuesday	9 AM	6:00 PM		
Wednesday	9 AM	6:00 PM		
Thursday	9 AM	6:00 PM		
Friday	9 AM	4:00 PM		
Saturday	Closed			
Sunday	Closed			

*Hours may vary depending upon externship site.

Total Cost of Program: \$0

Total Cost Paid by RI DHS: N/A

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov

Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: Westbay Community Action Program's Adult Education Academy
Mailing Address: 224 Buttonwoods Ave, Warwick, RI 02886
Website address: http://www.westbaycap.org/adulted_over.asp
Name of Program: Westbay Adult Education Academy 10-Hour ABE/GED Preparation

Contact Person(s) for Program Information:

Name: Melanie Lamountain **Phone:** 401-468-4064 **Fax:** 401-732-6995 **Email :** mlamountain@westbaycap.org

Program Description:

Westbay Adult Education Academy offers a creative, supportive environment, guiding students as they enhance problem solving skills necessary to reach employment and educational goals. We provide intensive teacher lead instruction in multilevel classrooms based around the workshop model of group instruction, guided practice and independent practice. The schedule of the program is Monday through Thursday from either 9:00am to 12:00pm or 1:00pm to 4:00pm. Because of the pace and degree of instruction offered, consistent attendance is critically important. We do not have a minimum CASAS or TABE test score. We do not offer ESL. Below are descriptions of the individual classes offered based on levels.

Skill Building Class

An Adult Basic Education (ABE) course that helps students build math, reading and writing skills needed for future endeavors in education or employment.

Reading Instruction: Comprehension, fluency, vocabulary development, reading strategies, critical thinking and study skills. **Writing Instruction:** Grammar, correct word usage and spelling, writing sentences and paragraphs. Students learn to use writing as a mode of personal expression, as a valuable learning tool, and as a necessary skill when getting a job, earning a living, or pursuing further education.

Math Instruction: Skill development in addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percent, and introduction to algebra and geometry.

Skill Workshops: Problem solving, time management, job search basics, resume writing, computer basics, goal setting, financial literacy, etc.

GED Preparation Class

An Adult Secondary Education (ASE) course that helps prepare students to earn a GED so students may move on to post-secondary education and/or employment. Instructors offer guidance for testing registration and processes. This course provides instruction and test preparation in the following subjects:

Reasoning Through Language Arts

Social Studies

Science

Mathematical Reasoning

Skill Workshops: Problem solving, time management, job search basics, resume writing, computer basics, goal setting, financial literacy, etc.

GED Fast Track

An Adult Secondary Education (ASE) course for students with advanced academic skills that quickly reviews key topics and skills needed to earn a GED. Students are offered an accelerated GED preparation curriculum and guidance through the testing registration and process.

Names of Certificate(s) or credential(s) awarded upon completion:

GED and North Star Digital Literacy Certifications

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Westbay Community Action's Adult Education Academy helps adult students improve their academic and workplace skills in order to transition into the workforce or post-secondary education/training leading to self-sufficiency. We prepare students for taking and passing the GED, using the technologies required in today's workforce and academic environments, and career readiness skills.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

In order for students to be accepted into the program they need to attend a testing session, information session, complete intake meeting, an interview with a staff member and an orientation session. Students who are under 18 years of age need to complete an Alternative Learning Plan. Consistent attendance is an expectation.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Westbay Adult Education Academy's classrooms are located at 3027 West Shore Road, Warwick RI. We are housed in the Buttonwoods Community Center. Onsite parking is available, we are located on the bus line and the building is ADA accessible. Once through the main doors of the entrance, our office and classrooms are up the ramp/top of the stairs and to the left.

Open entry / Open exit? X
 Yes No

Total # Weeks in Program: On going Total # of Hours per Week: 12 Hours (Minimum of 10)

Days and Hours that Program is Offered				
Morning Session			Afternoon Session	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9am	12pm	1pm	4pm
Tuesday	9am	12pm	1pm	4pm
Wednesday	9am	12pm	1pm	4pm
Thursday	9am	12pm	1pm	4pm
Friday	*as assigned		*as assigned	
Saturday	CLOSED			
Sunday	CLOSED			

***Hours may vary depending upon externship site.**

Total Cost of Program: N/A Total Cost Paid by RI DHS: N/A

Other Types of Financial Aid available to the student: N/A

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

Project Opportunity
30 Hour Programs

DIIRI – ESL, GED, ABE

Education Exchange – ABE/ESL

Genesis Center – ESL

Goodwill Industries – ABE, ESL

Progreso Latino – ESL, ABE

Project RIRAL – GED, ABE, ESL

Rhode Island College – Outreach – ABE/ESL

Tri-County Community Action Agency – ABE, ESL, GED

West Bay Community Action

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Dorcas International Institute RI (DIIRI)

Mailing Address: 220 Elmwood Avenue, Providence, RI 02907

Website address: www.diiri.org

Name of Program: **30-Hour Adult Education:**

(1) Intensive English as a Second Language (ESL)/Job Readiness

(2) ABE & GED/Job Readiness

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Jeff Walker	401-784-8689		jwalker@diiri.org

Admissions & Assessment

Students are not charged for enrolling in the program.

Program Description:

Dorcas International Institute of RI offers **two** 30-hour programs (students will be placed in the appropriate program according to their reading scores):

- (1) **Intensive English as a Second Language (ESL)/Job Readiness** program: Best suited for refugees, asylees, or immigrants who are recent arrivals, dislocated workers, or displaced homemakers. Most participants enter with reading levels between 0 and 3rd grade.
- (2) **ABE & GED/Job Readiness** program is for students who enter with reading levels at the 4th grade and above. Students are provided with instruction in the five GED subjects—reading, writing, math, science and social studies—contextualized around a job readiness curriculum. Students will also be taught computer skills needed to take the new GED tests.

Both the **Intensive English as a Second Language (ESL)/Job Readiness** program and the **ABE & GED/Job Readiness** program offer one-on-one sessions with DIIRI job developers to help students explore, search, apply, and interview for jobs. Whenever possible, job developers will place students in jobs.

Both programs also present the following instructional components—adapted to fit students' learning levels:

- World of Work: Work readiness, soft skills, American work ethic & conduct, interpersonal skills
- Business math skills
- Critical thinking skills
- Financial literacy skills
- Computer Lab experiences (Internet and e-mail skills; introduction to Microsoft Word, Excel, PowerPoint)
- Career exploration
- Instruction on searching for jobs (including online), completing applications, developing résumés, writing cover letters, and interviewing (including mock interview sessions)

The **Intensive English as a Second Language (ESL)/Job Readiness** program provides for the following—adapted to fit students' learning levels:

- English as a Second Language and/or literacy instruction in reading, writing, speaking and listening
- Life skills and adjusting to American culture
- Language Lab experiences for improving speaking and listening skills
- One-on-one case management for resettlement and cultural adjustment issues.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a DIIRI certificate of achievement as they progress from one class to the next higher level class. This advancement shall be based on a student's CASAS Life & Work reading test score and on the recommendation of the teacher. ESL students will also receive a certificate of achievement if they score 236 or higher on the CASAS reading test.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level positions in the following areas:

Hotel Housekeeping	\$9.60 - \$10.50 per hour
Warehouse	\$9.60 - \$10.00 per hour
Food Service	\$9.60 - \$10.00 per hour

If appropriate, please include recent TABE Reading and Math Scores in your referral.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- Dorcas International Institute RI is at 220 Elmwood Avenue, Providence, RI 02907
- Parking for students is available behind the building and in the adjacent lot.

Enrollment information*:

Scheduled Start Date **1st & 3rd Mondays of each month**
Scheduled End Date **as determined by client's plan**

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	3:00 pm
Tuesday	9:00 am	3:00 pm
Wednesday	9:00 am	3:00 pm
Thursday	9:00 am	3:00 pm
Friday	9:00 am	3:00 pm
Saturday	Ø	Ø
Sunday	Ø	Ø

Total Cost of Program: **N/A—this is a grant-funded program through RIDE and DHS.**

Other Types of Financial Aid available to the student: **N/A**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- WAKEFIELD /30-hr Program for RI Works

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-783-0293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

The Education Exchange's intensive Adult Education program is designed to assist RI Works clients who are below a sixth grade level without any significant work experience to increase applied academic skill and employer-defined soft skills. The program is twenty six weeks (780 hours) with monthly enrollment dates. The program goals are to attain/increase employment soft skills required to afford the participants the ability to access career related employment opportunities.

The program design is as follows:

- 12.5 hours weekly (325 hours) Adult Basic Education
- 11.5 hours weekly (299 hours) works skills, employment search, assessments
- 6 hours weekly (104 hours) computer skills

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement from the Education Exchange as they progress in their education levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives \$ 9.60-\$10/hour
Customer Service representatives \$ 9.60-\$12/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location where program is offered and information about public transportation, parking, accessibility, etc.:

Education Exchange is located at

33 North Road C-1, Lily Pads Professional Center , Peace Dale, RI 02879-2164

- Parking is available on the side of the building
- RIPTA FLEX Service is available
- The Education Exchange building and classes are handicapped accessible

Open entry/open exit Yes x No X

Call Rebecca Pierce at 401-783-0293 for Registration Information.

Total number of weeks in program: 52

Total number of hours per week: 30

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:30 pm	1 pm	3 pm
Tuesday	9:00 am	12:30 pm	1 pm	3 pm
Wednesday	9:00 am	12:30 pm	1 pm	3 pm
Thursday	9:00 am	12:30 pm	1 pm	3 pm
Friday	9:00 am	12:30 pm	1 pm	3 pm
Saturday				
Sunday				

Total Cost of Program: n/a

This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at maryinglis@dhs.ri.gov and marytramonti@dhs.ri.gov.

Name of Organization: The Genesis Center
Mailing Address: 620 Potters Avenue, Providence, RI 02907
Website address: www.gencenter.org
Name of Program: ADULT EDUCATION/30 hour ESL

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amy Morales	401-781-6110, ext. 25	401-461-8788	amorales@gencenter.org

Program Description:

The Genesis Center's 30 hour program is a program designed for RIWorks recipients who are English as a Second Language speakers. The program helps students to improve their speaking, listening, reading and writing skills in English. Workforce readiness and soft skills training are the focus of the afternoon portion of this class. All of our students have access to a weekly "Job Club" where they can work on resume building, cover letters, and job search. Students can also work with our Job Developer for more intensive assistance and soft skills feedback. This program also provides: Computer Skills Instruction, Financial Literacy, and to Job Skills Training modules (Culinary Arts, Homemaker, Healthcare Exploration, Green Janitorial). Qualified students may participate in internships or work experience to gain hands-on skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students receive certificates of achievement as they progress in their educational levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This program focuses on adult education so that participants are better prepared for any occupation. Average salary range for students completing the program is \$9.60-\$12/hour.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Participants should be English as a Second Language students.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- The Genesis Center is located at 620 Potters Avenue, Providence, RI 02907
- Parking is available in a parking lot next to the building or on the street on Dexter Street.
- If traveling by bus: from Downtown Providence, take bus route #20, 21 or 22 and stop at Potters Avenue, then walk two blocks to The Genesis Center

Open entry / open exit? No

Students can be referred for the first Monday of every month via EARR. In the case of a holiday, referrals can be for the next day.

Scheduled Start Date: January 3, 2017	Scheduled End Date: July 1, 2017
Scheduled Start Date: February 6, 2017	Scheduled End Date: August 5, 2017
Scheduled Start Date: March 6, 2017	Scheduled End Date: September 1, 2017
Scheduled Start Date: April 3, 2017	Scheduled End Date: October 6, 2017
Scheduled Start Date: May 1, 2017	Scheduled End Date: November 3, 2017
Scheduled Start Date: June 5, 2017	Scheduled End Date: December 1, 2017
Scheduled Start Date: July 3, 2017	Scheduled End Date: December 29, 2017
Scheduled Start Date: August 7, 2017	Scheduled End Date: January 29, 2018
Scheduled Start Date: September 5, 2017	Scheduled End Date: March 4, 2018
Scheduled Start Date: October 2, 2017	Scheduled End Date: April 1, 2018
Scheduled Start Date: November 6, 2017	Scheduled End Date: April 29, 2018
Scheduled Start Date: December 4, 2017	Scheduled End Date: June 3, 2018

Total number of weeks in program: 24 weeks (6 months). Total number of hours per week: 30

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM
Tuesday	9:00 AM	3:00 PM
Wednesday	9:00 AM	3:00 PM
Thursday	9:00 AM	3:00 PM
Friday	9:00 AM	3:00 PM
Saturday		
Sunday		

Total Cost of Program: N/A Total Cost Paid by RIDE and DHS Contract

Other Types of Financial Aid available to the student: N/A

* It is our expectation that you will update when the schedule or hours change.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of RI

Mailing Address: 100 Houghton Street
Providence, RI 02904

Website address: www.goodwillri.org

Name of Program: ESL/ABE Work Intensive Literacy Development Program (WILD)

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

Goodwill Industries of RI offers a six-month, 30-hour per week intensive ESL and ABE education program for RIWorks participants who are below the 6th grade, or 8th grade with no work experience.

Each participant will:

- Complete 60 hours of work readiness workshops to include resume writing, interviewing skills, etc.
- Complete 80 hours of work experience in the student's field of interest, and job development and placement
- Receive wraparound/case management services

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a certificate of completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

CNA / Home Health Aide	\$10-\$12/hour
Green Jobs	\$10-\$12/hour
Retail/Customer Service	\$9.60-\$10/hour
Food service	\$9.60 - \$10.00/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Students should have a need for English as a Second Language (ESL), or to learn/improve basic academic skills (ABE)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
100 Houghton Street
Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Open entry / Open exit? X
Yes No

*****Classes will start on the 2nd Monday of the month and they will run for six months**

Scheduled Start Date Jan. 9, 2017	Scheduled End Date July 1, 2017
Scheduled Start Date Feb. 13, 2017	Scheduled End Date Aug. 4, 2017
Scheduled Start Date Mar. 13, 2017	Scheduled End Date Sept. 8, 2017
Scheduled Start Date Apr.10, 2017	Scheduled End Date Oct. 6, 2017
Scheduled Start Date May 8, 2017	Scheduled End Date Nov. 3, 2017
Scheduled Start Date Jun.12, 2017	Scheduled End Date Dec. 8, 2017
Scheduled Start Date Jul. 10, 2017	Scheduled End Date Jan. 11, 2018
Scheduled Start Date Aug. 14, 2017	Scheduled End Date Feb8, 2018
Scheduled Start Date Sept. 11, 2017	Scheduled End Date Mar. 14, 2018
Scheduled Start Date Oct. 10, 2017 (Start Date on Tue. Due to Holiday)	Scheduled End Date Apr.11, 2018
Scheduled Start Date Nov. 13, 2017	Scheduled End Date May 9, 2018
Scheduled Start Date Dec. 11, 2017	Scheduled End Date Jun. 14, 2018

Total Number of Weeks in Program: 24 weeks (6 months) Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: N/A Total Cost Paid by RI DHS: (funded through RIDE)

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at minglis@dhs.ri.gov and mtramonti@dhs.ri.gov.

Education and Training Resource Fact Sheet
RI WORKS
DHS Contracted Providers

Name of Organization: PROGRESO LATINO INC.
Mailing Address: 626 BROAD STREET, CENTRAL FALLS, RI 02863
Website address: ProgresoLatino.org,

Name of Program: 30 Hour Adult Education Program
Progreso Latino

Contact Person(s) for Program Information:

Progreso Latino:

Student Service Specialist;

Zujanna Medina	728-5920_x 304	724-5550	zmedina@progresolatino.org
Name	Telephone	FAX	E-mail

Case Manager:

Rossis Echavarria	728-5920_x 305	724-5550	rechavarria@progresolatino.org
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

30 hour program description: The 30 hour program runs Monday through Friday from 9-3pm. However, individualization is prioritized to meet the specific needs of participants in relation to their career goals. We encourage participants not only to improve academically but to participate in job shadowing, vocational training opportunities, etc. coupled with our adult education services. The program's goal is that it is meaningful to participants and connected to SMART goals under the stewardship of TANF Counselors. See details of educational programming below. Our program facilitates a job club for participants emphasizing job readiness skills.

10 hour program description: Hours can be aggregated for morning or evening. Courses include Computer Literacy, Literacy, ESL, Pre-GED and GED [English or Spanish] per week. Students may coordinate their schedules to accommodate different course categories. Sessions normally run from Sept to December, January to May, and June to August. Enrollments are open entry during sessions. Classes run 9am-12pm or 6pm to 9pm weekdays. We will add 1 hour of extra homework or classroom review to complete the 10 hour class. Students may opt. to participate in up to 12 hours of instruction per week if they so choose and the program can accommodate their preferences.

Prerequisites for admission into program (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.): None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Progreso Latino, 626 Broad Street, Central Falls, R.I. Parking is available.

Open entry / open exit? **X** _____
 Yes No

Total Number of Weeks in Program: varies Total Number of Hours per Week: 30
The schedule will vary according course level

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	3:00 p.m.	6:00pm	9:00pm
Tuesday	9 a.m.	3:00 p.m.	6:00pm	9:00pm
Wednesday	9 a.m.	3:00 p.m.	6:00pm	9:00pm
Thursday	9 a.m.	3:00 p.m.	6:00pm	9:00pm
Friday	9 a.m.	3:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

*It is our expectation that you will update this each calendar year.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RIRAL (Mentor, Inc.)

Mailing Address: 191 Social Street, Suite 11, 3rd Floor
Woonsocket, RI 02895

Website address: www.riral.org

Name of Program: Rhode Island Works

Intensive Adult Education Program (30 hours per week)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amanda Huling	762 – 3841, ext. 21	762 – 4396	ahuling@riral.org

Financial Aid Contact Person: N/A

Program Description:

The Program for Personal Progress is RIRAL's Intensive Adult Education Program for RIW clients who are at or below a third grade level or who are below a sixth grade level without any significant work experience. It is a six month, 30 hour per week program, with monthly enrollment dates. The ultimate goal of the program is to reduce or eliminate significant skill barriers to employment so that participants in the near future can access career-related employment opportunities.

The key outcomes for clients are:

- Significant gains in adult basic education skills and employer-defined soft skills (including 14 effective behaviors and customer service skills)
- Job readiness training
- Reducing barriers related to employment (e.g. self-esteem, transportation, child care)

The activities and schedule for RIRAL's Program for Personal Progress support the attainment of these goals and meet the RIDE and RI DHS requested and required program elements.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clients who complete their course of study and achieve their educational goals are prepared for jobs in these industries:

- | | |
|---|--|
| • Food Service \$9.60 - \$12/hr | • Automotive \$10 - \$12 /hr |
| • Childcare/ Eldercare \$9.60 - \$11/hr | • Non-union construction worker \$10 - \$12/hr |

Prerequisites for admission into program: (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

No prerequisites. Clients must be referred to RIRAL through the EARR system.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Woonsocket Learning Center, 191 Social Street, 3rd Floor, Woonsocket, RI

- The Center is located in the Cornerstone Building across the street from the Harris Public Library and Rite Aide
- The building meets all federal and state accessibility regulations. There are ramps to the lower level on each side of the building. There is an automatic, revolving door on the Clinton Street entrance. There are two elevators inside the building.

- There is ample parking provided on both the Clinton St and Social St sides of the building.
- Clients can take RIPTA 54 Lincoln/ Woonsocket, 87 Fairmount/ Walnut Hill, or the 281 Woonsocket Flex service.

Open entry / open exit? No X

Registration Dates: Registration will take place on the following days starting at 9:00 am. Clients should expect to stay until 1:00 pm.

- January 6, 2017
- February, 3, 2017
- March 3, 2017,
- April 7, 2017
- May 5, 2017
- June 2, 2017
- July 7, 2017
- August 4, 2017
- September 1, 2017
- October 6, 2017
- November 3, 2017
- December 1, 2017

Total number of weeks in program: 26 (6 months)

Total number of hours per week: 30

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	4:30 pm
Tuesday	9:00 am	4:30 pm
Wednesday	9:00 am	4:30 pm
Thursday	9:00 am	4:30 pm
Friday *	9:00 am	4:30 pm

*Clients who miss activity during the week will have the option of working at the Center on Fridays or completing a Distance Learning/homework activity to maintain monthly attendance requirements.

Total Cost of Program: N/A - This is a grant funded program through RIDE and RIDHS.

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: Rhode Island College Outreach Programs

Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)

Website address: www.ricoutreach.org

Name of Program: RIDE DHS Remediation Training Program 30 hour program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jgiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

This proposal provides training for speakers of other languages who need ESOL and remediation classes. The program will offer remediation classes in math and English writing and comprehension skills. The program will assess the individual training goals of each participant, estimate the training duration required to meet participant's goals, and monitor and assess progress. The program will provide 30 weekly hours of instruction, with a monthly assessment to determine comprehension. The program will include classroom and prerequisite education for potential future training and / or continued remedial educational programs in literacy and math remediation for ESOL / ABE students. The proposed Rhode Island College Outreach training service program will work to prepare learners by providing them with soft skills, which include computer training and distance learning. RIC Outreach will also provide individual counseling and tutoring as needed.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate in Remediation from RIC Outreach Programs, which will prepare them for the next step in training or an entry-level job

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This program is a first step in a career pathway to an entry level job or to join one of the RIC Outreach Training Programs or similar in the adult education field

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI, High Intermediate ESOL/Low intermediate ABE (4-6th grade minimum level)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

Vendor Name: Rhode Island College Outreach Programs

Training Program Name: RIDE DHS Remediation Training Program

Open entry / Open exit? X
 Yes No

Total Number of Weeks in Program: 50 weeks **Total Number of Hours per Week:** 30

Students are evaluated and accepted on an open entry/open exit basis and will be released when their skills are at the level to enter a training or search for an entry level position

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9	3		
Tuesday	9	3		
Wednesday	9	3		
Thursday	9	3		
Friday	9	3		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: N/A **Total Cost Paid by RI DHS:**

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Tri-County Community Action Agency
Mailing Address: 1126 Hartford Avenue, Johnston, RI. 02919
Website address: www.tri-county.org

Name of Program: Tri-County Opportunity Center (30 Hour Program)
South County Opportunity Center (30 hour Program)

Adult Education

Contact Person(s) for Program Information:

Name: Jamie Sisto **Telephone:** 401-519-1929 **FAX:** 401-351-6756 **E-Mail:** jsisto@tri-county.org

Financial Aid Contact Person:

Name	N/A	Telephone	FAX	E-Mail
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Program Description:

Tri-Town's Opportunity Center combines a broad spectrum of services designed to help low income disadvantage adults attain the skills they need to achieve career oriented, living wage employment. Tri-Town combines academic, work-based, and supportive service assessments with intensive case management to help clients meet their individual career and academic goals. Services include GED preparation, Work Readiness, Life Skills, Digital Literacy, and Experiential Learning to attain employment. We offer a multi-level classroom with one-on-one and small group instruction in all the disciplines necessary for passing the GED exam. We offer Financial Literacy, Work Readiness, soft skills, resume preparation and digital literacy. We provide a supportive learning environment and incorporate technology into the classroom. In addition, TANF recipients may be eligible to receive a paid work experience or other incentive payments.

Names of Certificate(s) or credential(s) awarded upon completion:

GED, Financial Literacy Certificate, Work Readiness Certificate, North Star Digital Literacy Certificate, National Career Readiness Credential (NCRC), CPR and First Aid card (American Red Cross), OSHA General 10 Hour certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Tri-County Community Action Agency prepares students for taking and passing the GED, provides computer classes and certifications that prepare students to enter the world of today's businesses, understand the world of work, and to better prepare for their present and future financial stability.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) Documentation of age, RI residency, and eligibility to work in the US (SS#). Documentation can be in the form of DHS Letter certifying these requirements.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Offered at: Tri-County Opportunity Center, 33 Maple Ave. in North Providence. There is ample free parking available, the classroom is ADA accessible, and the building is located on a RIPTA bus line.

Offered at: South County Opportunity Center, 415 Tower Hill Road, North Kingston, RI. There is ample free parking available, the classroom is ADA accessible, and the building is located on a RIPTA bus line.

Vendor Name: **Tri-County Community Action Agency** Training Program Name: **Tri-County Opportunity Center**

Tri-Town offers a flexible enrollment calendar which allows individuals to enroll in the program at any time during the program year. Individuals should contact the Program to schedule appointment for Orientation/Intake.

Open entry / Open exit? ☒ Yes ☐ No

Scheduled Start Date
Scheduled Start Date

Scheduled End Date
Scheduled End Date

Total Number of Weeks in Program: 52

Total Number of Hours per Week: up to 47

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 AM	6:00 PM		
Tuesday	9 AM	6:00 PM		
Wednesday	9 AM	6:00 PM		
Thursday	9 AM	6:00 PM		
Friday	9 AM	4:00 PM		
Saturday	Closed			
Sunday	Closed			

*Hours may vary depending upon externship site.

Total Cost of Program: \$0

Total Cost Paid by RI DHS:

N/A

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: Westbay Community Action Program's Adult Education Academy
Mailing Address: 224 Buttonwoods Ave, Warwick, RI 02886
Website address: http://www.westbaycap.org/adulted_over.asp
Name of Program: Westbay Adult Education Academy 30-Hour ABE/GED Preparation

Contact Person(s) for Program Information:

Name: Melanie Lamountain **Phone:** 401-468-4064 **Fax:** 401-732-6995 **Email :** mlamountain@westbaycap.org

Program Description:

Westbay Adult Education Academy offers a creative, supportive environment, guiding students as they enhance problem solving skills necessary to reach employment and educational goals. We provide intensive teacher lead instruction in multilevel classrooms based around the workshop model of group instruction, guided practice and independent practice. The schedule of the program is Monday through Thursday from 9:00am to 4:00pm. Because of the pace and degree of instruction offered, consistent attendance is critically important. We do not have a minimum CASAS or TABE test score. We do not offer ESL. Below are descriptions of the individual classes offered based on levels.

Skill Building Class

An Adult Basic Education (ABE) course that helps students build math, reading and writing skills needed for future endeavors in education or employment.

Reading Instruction: Comprehension, fluency, vocabulary development, reading strategies, critical thinking and study skills.

Writing Instruction: Grammar, correct word usage and spelling, writing sentences and paragraphs. Students learn to use writing as a mode of personal expression, as a valuable learning tool, and as a necessary skill when getting a job, earning a living, or pursuing further education.

Math Instruction: Skill development in addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percent, and introduction to algebra and geometry.

Skill Workshops: Problem solving, time management, job search basics, resume writing, computer basics, goal setting, financial literacy, etc.

GED Preparation Class

An Adult Secondary Education (ASE) course that helps prepare students to earn a GED so students may move on to post-secondary education and/or employment. Instructors offer guidance for testing registration and processes. This course provides instruction and test preparation in the following subjects:

Reasoning Through Language Arts

Social Studies

Science

Mathematical Reasoning

Skill Workshops: Problem solving, time management, job search basics, resume writing, computer basics, goal setting, financial literacy, etc.

GED Fast Track

An Adult Secondary Education (ASE) course for students with advanced academic skills that quickly reviews key topics and skills needed to earn a GED. Students are offered an accelerated GED preparation curriculum and guidance through the testing registration and process.

Names of Certificate(s) or credential(s) awarded upon completion:

GED and North Star Digital Literacy Certifications

Westbay Community Action's Adult Education Academy helps adult students improve their academic and workplace skills in order to transition into the workforce or post-secondary education/training leading to self-sufficiency. We prepare students for taking and passing the GED, using the technologies required in today's workforce and academic environments, and career readiness skills.

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Open entry / Open exit? X
Yes No

Days and Hours that Program is Offered				
Morning Session			Afternoon Session	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9am	12pm	1pm	4pm
Tuesday	9am	12pm	1pm	4pm
Wednesday	9am	12pm	1pm	4pm
Thursday	9am	12pm	1pm	4pm
Friday	*as assigned		*as assigned	
Saturday	CLOSED			
Sunday	CLOSED			

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**R.I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike
Lincoln, Rhode Island 02865**

Website address: **www.CCRI.edu**

Name of Program: **REACH – RIW: Testing and Assessment**

Check one: certified vendor ☐ contracted provider ☒

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk (Director)</u>	<u>333-7165</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail

<u>Luz Nunez: Lincoln</u>	<u>333-7166</u>	<u>333-7426</u>	<u>lanunez@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marie Martone: Newport & Warwick</u>	<u>825-2290</u>	<u>825-2073</u>	<u>mmartone@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marcia Silva: Providence</u>	<u>455-6067</u>	<u>455-6086</u>	<u>mbsilva@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

Financial Aid Contact Person:

N/A

Name	Telephone	FAX	E-Mail
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Program Description:

The Test of Adult Basic Education is administered in both English and Spanish to assess reading, mathematics, and language skills. It is not a pass/fail instrument. It provides grade level information for DHS social caseworkers and DLT managers to help determine academic readiness and potential success for participants during Work Readiness and Job Search as well as employment and/or skill / post-secondary program enrollment.

Testing is done on-site at DHS Regional Offices, in a group format, at pre-established dates and times.

If further assessment is required, RIWorks workers have the option to have a Diagnostic Test administered and clients that have been determined as unable to read English can be referred for a Literacy Test.

These clients would require an individual referral to the appropriate REACH Coordinator.

The Self-Directed Search (SDS) is a 20-30 minute test that was developed in accordance with National Career Development Association (NCDA) guidelines. The resulting report provides a list of the occupations and fields of study that most closely matches the participant's interests, thereby giving the participant recommendations about how to proceed through his/her higher career development and decision-making process.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:
N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Social Case Workers / DHS Screeners registering client in CCRI REACH testing log.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

All local DHS Regional Family Centers at pre-established dates/times

Most locations are on a bus route, have ample parking and are disabled accessible.

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: 3 hrs a testing session

Brief description of any flexibility or options offered regarding start/end dates: Testing schedule is pre-set at each location with A.M. and P.M. testing sessions*

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	See above *			
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: Grant funded Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*NOTE: It is our expectation that you will update this Fact Sheet each year.

**Education and Training Resource Fact Sheet
RI WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: Dorcas International Institute of RI
Mailing Address: 645 Elmwood Avenue
Providence, RI 02907
Website Address: www.diiri.org/Services/ClothingCollaborative
Name of Program: Clothing Collaborative

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Lina Bravo	784-8663	467-6530	LBravo@diiri.org

Program Description:

The Clothing Collaborative Network's goal is to assist low-income, unemployed and underemployed individuals in overcoming barriers to training and employment.

The Clothing Collaborative Network provides work appropriate clothing at no cost to low-income men and women who are completing job training and education programs, and seeking employment. The program meets the need for practical support by providing high quality professional attire to the clients of participating Rhode Island agencies who meet the income and job search criteria of the program.

After employment is secured, clients are able to continue to add to their "work wardrobe." As long as individuals remain employed, they are permitted several return visits to receive additional outfits during their first year of employment.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Prerequisites for admission into program:

Client must be completing a job training (and/or education program) and seeking employment, in a job search, or must be within the first year of employment. Clients must meet income guidelines. RIW cash recipients are categorically eligible financially.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

THE CLOTHING COLLABORATIVE

645 Elmwood Avenue Providence, RI 02907

(401) 784-8663

Hours: M-Fri 9am – 2pm

Contact: Lina Bravo

Dorcas International Institute of Rhode Island (South Campus)

THE CAREER CLOSET

55 Turner Avenue, East Providence, RI 02915

(401) 435-7876

Hours: M-Fri 9am - 3pm

Contact: Kim Wetherald

East Bay Community Action Program

SUCCESS WEAR

727 Front Street, Suite 112

Woonsocket, RI 02895

(401) 766-3384

Hours: Monday, Wednesday, Thursday 9am-1pm

Contact: Kat Norville

Connecting for Children and Families

ATTIRE FOR HIRE

56 Spruce Street,

Westerly, RI 02891

(401) 596-9276

Hours: Monday, Tuesday, Wednesday, Friday 8:30am-2:00pm (by appointment only)

Contact: Joy Cordio

Westerly Area Rest Meals (WARM) Shelter

WORKING WARDROBE

212 Buttonwood Avenue Warwick, RI 02886

(401)732-4666 x154

Hours: Monday-Thursday 10am - 2pm

Contact: Tanisha Simpson

West Bay Community Action

Open entry / open exit?

☒ **X** ☐

Yes

☐

No

Total Number of Weeks in Program: N/A

Clients may obtain six articles of clothing per visit, plus accessories. Each client is allowed to make six visits per year (every two months) and as a client leaves an appointment, a return slip is given for the next appointment.

Total Cost of Program: contract funded **Total Cost Paid by RI DHS:** contract funded

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance

Mailing Address: P0 Box 1700, Woonsocket Rhode Island 02895

Website address: www.communitycareri.org

Name of Program: On-the-Job Training (OJT)

Contact Person(s) for Program Information:

Name: Melissa Rouleau **Telephone:** 401-235-6047 **FAX:** 401-488-2201 **E-mail:** rouleau@communitycareri.org

Financial Aid Contact Person: N/A

Program Description: Community Care Alliance matches program participants with job openings at pre-screened On-the-Job Training employers. OJT participants are hired into a job with pay and benefits normally associated with the position. Once hired, participants begin a predetermined paid training period (generally 4 weeks to 3 months maximum 6 months). Family Resources Community Action reimburses the employer an amount equal to 50% of wages to cover the costs of training. If the participant makes satisfactory progress learning the job, the employer will maintain her/him as a regular employee after the completion of training. CCA provides follow-up with the employer and employee to assure job retention for at least six months.

Community Care Alliance requires completion of a 2 week job readiness-career preparation and assessment component prior to placing a program participant in an OJT position. CCA may waive the two week pre-job component for students who have recently completed a CCA training program. Participants who are not put into an OJT immediately are required to do thirty (30) hours of job search some individuals will be placed in an internship-work experience situation until hired by an OJT employer to begin training, so that cash assistance is not affected.

Participants receive case management until retention goals are met; they also have an opportunity to enroll in LISC Financial Opportunity Center operated by CCA as well as More For Your Money Workshops, which provides how to manage money tips, employment counseling, access to income supports and financial counseling, including credit reports and credit repair assistance, for up to three years.

Names of Certificate(s) or credential(s) awarded upon completion:

Participant is hired by OJT employer at start of training period. Credentials are not a goal of the program, although the individual may receive Work Readiness and Customer Service Certification during the job readiness component if applicable.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

The OJT program places individuals in jobs where the standard industry wage is paid. The hourly wage depends on the employer and position, as well as the skills of the individual in the program. We expect to place individuals in a wide range of positions depending on availability and interest of participants.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

- Referral from DHS
- Commitment to ongoing employment
- As part of initial screening, applicant will be asked to obtain a BCI.
- Occupational Competency -- reasonable expectation that person can perform an unsubsidized job
- TABE - 6th grade or higher preferred – others accepted on a case by case basis; must be able to read basic instructions and signs in English in order to assure safety on the job.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The two week assessment/job readiness component is held at 55 Main Street, Woonsocket, RI 02865. The center is located on Main Street in Woonsocket with access to public transportation and parking.

Open entry / open exit? X Yes No

The OJT program is an open entry/open exit program participants can be referred to the program at any time.

Total Number of Weeks in Program: On average participants are in the program from 4 to 6 weeks depending on

DHS status and other factors

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30 AM	3:30 PM		
Tuesday	9:30 AM	3:30 PM		
Wednesday	9:30 AM	3:30 PM		
Thursday	9:30 AM	3:30 PM		
Friday	9:30 AM	3:30 PM		
Saturday				
Sunday				

Total Cost of Program \$0 **Total Cost Paid by RI DHS:** All costs paid through grant

Other Types of Financial Aid available to the student: NA

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island

Mailing Address: 1 Hilton Street, Providence, RI 02905

Website address: www.ccri.edu/cwce/abe/careerpathways.html

Name of Program: Career Pathways for the 21st Century

JOB READINESS PROGRAM

Contact Person(s) for Program Information:

Name Lynn Watterson **Telephone** 401-455-6042 **FAX** 401-455-6035 **E-Mail**
lpwatterson@ccri.edu

Financial Aid Contact Person: (this is a no cost program)

Name	Telephone	FAX	E-Mail
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Program Description:

Intensive career assessment and work readiness program:

- Self-assessment activities
- Career awareness and labor market research
- Career coaching and job search strategies
- Assistance in navigating education or training opportunities
- Math, reading, and writing refresher
- Work exposure activities that may include job shadows, tours, or informational interviews

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of completion of Career Pathways program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Dependent upon individual career choice

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Rhode Island resident, over age 18, English competency sufficient to fully participate in class. Applicants are tested with CASAS.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Program generally offered at Liston Campus, 1 Hilton Street, Providence, occasionally offered in Newport and Warwick. All campus have access to public transportation, free parking and are in accessible locations.

CCRI Career Pathways JRED

Open entry / Open exit? ☐ Yes ☒ No

Class is offered twice yearly. Please contact Lynn Watterson Telephone 401-455-6042 for start dates and location.

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 20

Program is held during the day, hours vary by session.

Total Cost of Program: none Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Office of Rehabilitation Services**

Mailing Address: **40 Fountain St, Providence, RI 02903**

Website address: **<http://www.ors.ri.gov>**

Name of Program: **Vocational Rehabilitation Services to RIW Clients**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
JoAnn Nannig	421-7005 x350	222-3583	Joannn@ors.ri.gov

Financial Aid Contact Person: **N/A**

Name	Telephone	FAX	E-Mail
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Program Description: An intra-agency collaboration currently exists between ORS and DHS/RIW which provides vocational rehabilitation services to parents on cash assistance who have disabilities. DHS invites potential RIW referrals to a joint DHS/ORS orientation meeting at the local DHS office. At this meeting, RIW participants who want to proceed with ORS services will obtain information and a specific date to start the process. The first step in the process is to attend a four week work readiness program in order to experience a work routine, learn about their skills, interests and goals related to work. Participants will be assigned an ORS Vocational Rehabilitation Counselor who will assist them with the process to reenter the workforce.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Initial meeting is at a joint intake meeting at the DHS office with DHS and ORS staff.

Open entry / open exit?

Yes ☒ No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Total Number of Weeks in Program:

Total Number of Hours per Week:

Determined by Voc Rehab Counselor

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program

Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

*It is our expectation that you will update DHS when the schedule or hours change.

Education and Training Resource Fact Sheet Rhode Island Works

Name of Organization: Department of Human Services

Mailing Address: 206 Elmwood Ave Providence, R.I.

Website address: www.dhs.ri.gov

Name of Program: Riteworks Employment and Retention Unit

Contact Person(s) for Program Information:

Name	Telephone	Fax	E-mail
Marianne Quinn	736-1409	736-1442	marianne.quinn@dhs.ri.gov

Financial Aid Contact Person: N/A

Program Description:

Riteworks Employment and Retention Unit at the Department of Human Services was established in 1998 and offers an intensive 3 month job search in conjunction with employment readiness training. Riteworks counselors work with RIW clients on an individual basis to develop customized job search plans that result in employment based on his/her skills, needs and goals. We also assist RIW clients with resume building, interview preparation, cover letters, thank you notes and monthly budgeting. It is the goal of the Riteworks program to implement the Work Incentive Program for RIW clients who are underemployed to increase their employment hours and/or become employed for at least the minimum hours of each client's work requirements in order to become self-sufficient.

Name(s) of job position(s) with salary ranges for which graduates of this program are prepared:

Jobs range in types depending on client interest, education, experience and available openings. Salaries can range from \$9.60 to \$15.00.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc)

None, however all referrals must originate from DHS Social Caseworkers for hardship and non-hardship clients who are employed part time.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc:

206 Elmwood Ave Providence, R.I.
195 Buttonwoods Avenue Warwick, R.I.
272 Valley Road Middletown, R.I.
4808 Tower Hill Road Wakefield, R.I.

Parking is available at all locations, and buildings are accessible. All locations are also on bus lines.

Total Number of Months in Program: Three (3)

Social Caseworker's make the end date of the Job Search with Riteworks on the last day of the hardship period, but no longer than 3 months for a first hardship extension. Non-hardship clients who are employed part time are also limited to 3 months.

Days and Hours that Program is Offered

Monday	8:30	4:00
Tuesday	8:30	4:00
Wednesday	8:30	4:00
Thursday	8:30	4:00
Friday	8:30	4:00

Total Cost of Program: None

Other Types of Financial Aid available to the student: n/a

NOTE: It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: R.I. Department of Labor & Training

Mailing Address: 1511 Pontiac Ave.; Cranston, RI 02920

Website address: www.networkri.org

Name of Program: Rhode Island Works (A cooperative agreement between DHS and DLT)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Hector Rivera	462-8729	462-8798	hector.rivera@dlt.ri.gov

Financial Aid Contact Person: n/a

Program Description:

The Rhode Island Works Program (formerly FIP, the Family Independence Program) offers an intensive four-week employment readiness workshop. Workshops include an exploration of the participant's previous work history, transferable skills, various areas of employment interest and any supportive services necessary. Participants begin in-depth job search/job club instruction in workplace competencies, job search skills, resume preparation and interviewing skills. It is the goal of the Rhode Island Works Program that all clients attending the program become employed. Staff facilitates both group and one-on-one services throughout all phases of the program.

Names of Certificate(s) or credential(s) awarded upon completion:

On behalf of the Department of Labor and Training and the Department of Human Services, a Rhode Island Works Certificate of Achievement is presented to the Rhode Island Works Parent upon completion of the four week program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Jobs range in types depending on client interest, experience, and available openings. Salaries can range from \$9.60 to \$15.00.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None, however all referrals must originate from DHS Employment & Career Advisors.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

One Reservoir Avenue, **Providence**, RI 02907

1330 Main Street, **West Warwick**, RI 02893

219 Pond Street, **Woonsocket**, RI 02895

Parking is available all locations, and buildings are accessible. All locations are also on bus lines.

Total Number of Weeks in Program: Four (4)

Brief description of any flexibility or options offered regarding start/end dates: We are not able to accept referrals on an individual basis.

ENGLISH language ONLY
Providence, West Warwick and Woonsocket

1/3/17*	7/3/17
1/17/17*	7/17/17
2/13/17	8/14/17
2/27/17	8/28/17
3/13/17	9/11/17*
3/27/17	9/25/17
4/10/17	10/9/17
4/24/17	10/23/17
5/8/17	11/6/17*
5/22/17	11/20/17
6/5/17	12/4/17
6/19/17	12/18/17

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	1:00		
	9:00	3:00 or 4:00		
Tuesday	9:00	1:00		
	9:00	3:00 or 4:00		
Wednesday	9:00	1:00		
	9:00	3:00 or 4:00		
Thursday	9:00	1:00		
	9:00	3:00 or 4:00		
Friday	9:00	1:00		
	9:00	3:00 or 4:00		

Total Cost of Program: None for Individual

Total Cost Paid by RIDLT

Other Types of Financial Aid available to the student: n/a

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: SER-Jobs for Progress, Inc.
Mailing Address: 100 East Avenue
Pawtucket, RI 02860
Website address:
Name of Program: Supportive Employment, Paid Transitional Jobs , Unpaid Work Experience, and On the Job Training (OJT)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Maria Fonseca	724-1820 x 104	724-8490	Mfonseca@SER-RI.org
Craig Baker	724-1820 x 103	724-8490	Cbaker@SER-RI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Carlos Pedro	724-1820 x110	724-8490	CPedro@SER-RI.org

Program Description: Supportive Employment is competitive employment for RIW participants with supportive services provided by SER staff. Those services could be as intense as meeting the parent weekly for moral support or finding help for a troubled child, so the parent can retain the job, or as infrequently as a monthly phone call to ascertain if the parent is still working successfully.

Transitional Jobs differ from Supportive Employment in that there is a period during which the parent is technically in the employ of SER Jobs, and paid an hourly wage of \$9.60, and that period precedes the parent's placement in competitive employment. During the period of the Transitional Job, the parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management through SER. The purpose of the (paid) Transitional Job experience is the same as the (unpaid) Work Experience. Unpaid Work Experience is an opportunity for RIW participants to learn the demands of the work world for punctuality, full attendance, teamwork, productivity, etc., as well as some basic, specific occupational skills, in a context where mistakes can be tolerated during the learning phase. Both Transitional Jobs and Work Experience may average three to four month in length, may be preceded with comprehensive work readiness training such as OnRamps, and are expected to be followed by competitive, Supportive Employment. On the Job Training (OJT) is available as an added benefit for clients and employers that choose to permanently hire SER clients. Through OJT, a training plan is developed for the new hire, and a percentage of wages paid (while in training) is reimbursed back to the employer.

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This is individualized.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

SER will serve RIW parent throughout the state, as assigned, but have two offices:

807 Broad Street; Suite 101

100 East Avenue

Providence, RI 02907

Pawtucket, RI 02860

Both offices have parking, are located on bus routes and are handicapped accessible.

Open entry / open exit? Yes

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	5:00 pm		
Tuesday	9:00 am	5:00 pm		
Wednesday	9:00 am	5:00 pm		
Thursday	9:00 am	5:00 pm		
Friday	9:00 am	5:00 pm		

Total Cost of Program n/a

Total Cost Paid by RI DHS: Contract

Other Types of Financial Aid available to the student: n/a

***It is our expectation that you will update DHS when the schedule or hours**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **South Shore Center**

Mailing Address: **203 Main Street
Wakefield RI, 02879**

Website address: **www.ssmhc.org**

Name of Program: **Family Connections**

Contact Person(s) for Program Information:

Name	Telephone	E-Mail
Melissa Nott, Manager	363-3635	mnott@lifespan.org
Roberta Wells, Asst. Mgr	363-3616	rwells@lifespan.org

Program Description:

- ⤴ Family Connections: This is a program to assist parents with disabilities. Staff will assist parents in understanding RI Works time limits and work- related requirements, what choices they have for preparing for and entering employment or finding an alternative income source before they reach the end of RIW cash assistance.
- ⤴ SS staff will also help parents assess their eligibility for SSI. Staff are available to assist parents in completing the SSI application including gathering documents needed. In the event SS believes the parent is likely to receive SSI benefits, SS will inform the social Caseworker. In the event it appears unlikely that a parent will receive SSI benefits or the parent determines they would like to work the allowable hours under SSI, SS family connections staff will work closely with work services staff to assist obtaining employment. Staff are able to provide services in the clt home, meet them in the community, and when appropriate assist them with transportation.
- ⤴ ***The service will be provided statewide. Non-English speaking parents with disabilities will be served***
- ⤴ Referrals should be made following the Monday after Monday rule.

Total Number of Weeks in Program:

Total Number of Hours per Week: varies

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8AM	5PM		
Tuesday	8AM	5PM		
Wednesday	8AM	5PM		
Thursday	8AM	5PM		
Friday	8AM	5PM		
Saturday				
Sunday				

Total Cost of Program:

Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: n/a

*** It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **South Shore Center**

Mailing Address: 203 Main Street
Wakefield RI, 02879

Website address: www.ssmhc.org

Name of Program: **Supportive Employment, Transitional Jobs, Work Experience & OJT**

Contact Person(s) for Program Information:

Name	Telephone	E-Mail
Melissa Nott, Manager	363-3635	mnott@lifespan.org
Stephany Almy, Asst. Mgr.	363-3615	salmy@lifespan.org

Program Description:

- ⤴ Supportive Employment: is competitive employment for RIW participants with supportive services provided by SSC Voc Specialist unit staff. Staff meets with participants, determine clt needs and strengths, and develop job search plans that either results in competitive employment or in a period of work experience, if needed, until competitive employment is feasible.
- ⤴ Transitional Job: Differ from supportive employment in that there is a period during which the parent is technically in the employ of SSC, and paid minimum wage, and that period precedes the parents placement in competitive employment. During the period of the transitional job, the parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management through SSC. The purpose of the (paid) transitional job experience is the same as the (unpaid) work experience.
- ⤴ Work Experience: This is an opportunity for parents to learn the demands of the work world for punctuality, full attendance, teamwork, productivity, interpersonal problem-solving, etc.
- ⤴ OJT (On The Job Training) This is a unique opportunity for employers to train individuals in need of a competitive employment while being reimbursed for 50% of employees paid wages.
- ⤴ Referrals should be made following the Monday after Monday rule.

*****The service will be provided statewide. Non-English speaking parents will be served*****

Open entry / open exit? Yes

Total Number of Weeks in Program:

Total Number of Hours per Week: varies

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8AM	5PM		
Tuesday	8AM	5PM		
Wednesday	8AM	5PM		
Thursday	8AM	5PM		
Friday	8AM	5PM		
Saturday				
Sunday				

Total Cost of Program:

Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: n/a

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Workforce Solutions of Providence/Cranston

Mailing Address: 444 Westminster St. Providence, RI 02903

Website address: workforcesolutionspc.com

Name of Program: On-The-Job Training (OJT)

Contact Person for Program Information:

Name	Telephone	FAX	E-Mail
Richard Beneduce	401-680-8572	401-680-8586	rbeneduce@providenceri.com

***Program Description:** This Program provides On-the-Job-Training (OJT) for cash assistance recipients. This is a unique opportunity for both cash assistance parents and for employers. Parents learn occupational skills while earning a wage in a job for which they have been hired because they present with good potential for success as a long term employee. Employers are reimbursed for 50% of wages during the parents' training period. Parents can be terminated the same as any other company employee, and parents do receive feedback during training with monthly, written performance reports that both parents and employers sign so all parties know how the training and the work are progressing. Providence/Cranston acts as a broker, helping to set up the OJT and to address issues that may arise with either parents or employers.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Various jobs with a salary range of \$10 to \$15 per hour.

***Prerequisites for admission into program:** Participants should be able to read and understand basic English. They should have Reading TABE scores of at least an 8th grade level and should be essentially work-ready. Workforce Solutions may deny a referral if a client is inappropriate for the program. (ex: If there are no TABE scores, or if scores are too low, or if there are major barriers to employment that are observed during the orientation meetings)

Location where program is offered: NetworkRI, 1 Reservoir Ave. Providence, RI 02907

Public transportation, parking, accessibility, etc.: RIPTA Bus Routes #20, #21, #22, #23 Parking available and the facility is accessible.

Total Number of Weeks in Program: Initial referrals for **6 weeks** – may re-refer if necessary

Total Number of Hours per Week: 20, 30, or 35

Schedule:

20 hours: 9:00-1:00

30 hours: 9:00-3:00

35 hours: 9:00-4:00

Calendar of Start Dates and End Dates:

<u>Start Dates</u>	End Dates
1/9/17	2/17/17
1/30/17	3/10/17
2/6/17	3/17/17
2/27/17	4/7/17
3/27/17	5/5/17
4/24/17	6/2/17
5/15/17	6/23/17
6/5/17	7/14/17
7/10/17	8/18/17
7/31/17	9/8/17
8/21/17	9/29/17
9/11/17	10/24/17
10/10/17	11/17/17
11/6/17	12/15/17
12/4/17	1/12/18

Total Cost Paid by RI DHS

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Provider**

Name of Organization: **RI Coalition Against Domestic Violence**
Mailing Address: **422 Post Road, Suite 102**
Warwick, RI 02888
Website: **www.ricadv.org**
Name of Program: **Family Violence Option Advocacy Program (FVOAP)**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sharon King	236-8342	848-0910	sking@wrcnbc.org

Program Description:

The Family Violence Option Advocacy Program (FVOAP) - administered by the Women's Resource Center of Newport & Bristol Counties - assists DHS clients who are victims/survivors of domestic violence. The FVOAP works with the Department of Human Services (DHS), Rhode Island Coalition Against Domestic Violence (RICADV), RI Works (RI's cash assistance program), and the Child Care Assistance Program (CCAP). Through the FVOAP program, clients may be able to obtain a waiver from certain requirements of the RI Works program or Child Care Assistance Program. The FVOAP also assists victims/survivors with safety planning and provides referrals to various programs and services throughout the state.

If the client decides not to pursue a work or child support waiver, the FVOAP advocates can still provide other kinds of assistance such as immediate crisis counseling and safety planning, including home security measures and job safety. They can also connect a client with the local domestic violence agency and provide referrals to help obtain orders for protection, legal services, housing assistance, basic needs assistance, counseling and support group referrals.

The FVOAP is staffed with bilingual Advocates, and can serve both English- and Spanish-speaking clients.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

Self-disclosure of a Domestic Violence situation.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in all cities and towns in Rhode Island. Advocates usually meet with clients at the DHS offices during the hours that DHS is open, but will travel to a client's local area or meet after hours if there are transportation, financial or scheduling issues that hinder the client from going to her/his local DHS.

X _____
Yes No

Brief description of any flexibility or options offered regarding start/end dates:

Total Cost of Program: grant funded

***It is our expectation that you will update this each calendar year**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Children's Friend
Mailing Address: 500 Prospect Street, Pawtucket, RI 02860
Website Address: www.cfsri.org
Name of Program: NURSE FAMILY PARTNERSHIP (NFP)

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Lori Clements	721-6488	724-9251	lclements@cfsri.org
Maria Chionchio, RN, BSN	721-6410	724-9251	mchionchio@cfsri.org

Program Description:

The Nurse Family Partnership (NFP) is a voluntary, free program for low-income, first-time mothers 24 years old and younger, under 28 weeks gestation. NFP provides home visits by a registered nurse from pregnancy until the child is two years old. NFP also provides prenatal and parenting education, developmental screenings, social supports, as well as support for educational and professional goals for the client.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

DHS Program purposes: under age of 20, pregnant or custodial parent with no secondary school credential.
NFP enrollment requirements: low-income, first-time mothers, prior to 28 weeks gestation. If a mother is the age of 20 to 24 and wishes to receive support from the NFP program, this may be a referral which could provide up to one and half hours per week supportive service in the employment plan.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in **Central Falls, Pawtucket, Providence, and Cranston.**

Open entry / Open exit? ☒ ☐
Yes No

Total Number of Weeks in Program:

The NFP operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting averaging 20 to 35 hours per week as appropriate. They must also attend NFP led appointment at their residence.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

Scheduling will be negotiated between the NFP visiting nurse and the participant. Please contact Lori Clements to determine correct schedule for each client's attendance in school/GED setting.

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at

james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike
Lincoln, Rhode Island 02865**

Website address: **www.CCRI.edu**

Name of Program: **REACH – RIW: Post-secondary**

Check one: certified vendor ____ contracted provider x

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk (Director)</u> Name	<u>333-7165</u> Telephone	<u>333-7426</u> FAX	<u>dszymczuk@ccri.edu</u> E-Mail
<u>Luz Nunez: Lincoln</u> Coordinator Name & Location	<u>333-7166</u> Telephone	<u>333-7426</u> FAX	<u>lanunez@ccri.edu</u> E-Mail
<u>Marie Martone: Newport & Warwick</u> Coordinator Name & Location	<u>825-2290</u> Telephone	<u>825-2073</u> FAX	<u>mmartone@ccri.edu</u> E-Mail
<u>Marcia Silva: Providence</u> Coordinator Name & Location	<u>455-6067</u> Telephone	<u>455-6086</u> FAX	<u>mbsilva@ccri.edu</u> E-Mail

Financial Aid Contact Person:

N/A

Name	Telephone	FAX	E-Mail
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Program Description:

Social caseworkers refer clients via the EARR. Students who attend CCRI credited programs (in excess of 65 certificate and degree programs available) are assigned a REACH coordinator (listed above) who provides case management monitoring, attendance reporting, and support for participants to successfully attain their educational goal. Coordinators provide direction to a variety of appropriate support services such as child care facilities, assistance with compliance of full time attendance and 30/20 hour work activities, and DHS policy & procedure assistance on a continuous basis.

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Names of Certificate(s) or credential(s) awarded upon completion:

Associate Degrees and Certificates

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Based on awarded Associate Degree or Certificate

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Client needs to apply for financial aid. (Client should contact appropriate REACH coordinator for assistance).

Locations are on a bus route, have ample parking and are disabled accessible.

Scheduled Start Date January * _____ Scheduled Start Date _____
 Scheduled Start Date September* _____ Scheduled Start Date _____
 Scheduled Start Date May (Summer Classes)* _____ Scheduled Start Date _____

Brief description of any flexibility or options offered regarding start/end dates: Participants must be engaged in a DHS approved 20 hr per week work activity i.e. EMPL, Work Study, Student Help, WEXP, CWP, etc. and registered for full time (12 credits) or part-time.*

Other Types of Financial Aid available to the student: Pell Grant; RI Higher Education Grant

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Comprehensive Community Action Program**

Mailing Address: **311 Doric Avenue, Cranston, RI 02910**

Website address: **N/A**

Name of Program: **NEW OPPORTUNITY HOMES**

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Christine Vernet	562-2242	467-9030	cvernet@comcap.org
Christopher Mansfield	562-8311	467-9030	cmansfield@comcap.org

Program Description: New Opportunity Homes (NOH) are adult supervised living arrangements for pregnant and parenting minor RIW applicants/recipients who are unable to remain at home with their parents or guardians. Residency in NOH is voluntary. A minor's parent/guardian must agree to the residency; that same parent/guardian may end the minor's residency at any time. All residents must adhere to house rules in order to maintain residency. Homes are located in Cranston and Warwick. Each home provides minor teens with a positive environment that is safe and nurturing. Referrals for residency comes from the Youth Success Program (YS), which does a home study and assessment. The NOH multidisciplinary team determines eligibility, appropriateness and level of supervision needed. All residents are linked to a case manager in the YS program. Together, the NOH and YS program offers residents with educational support and opportunities to develop pregnancy prevention skills, social and life skills, including parenting skills, necessary to become good parents and self-sufficient productive adults. Residents may remain in NOH until they are 18 ½ years old.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry Level

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Minor pregnant and/or parenting minors (under 18) and their children in need of an adult supervised living arrangement.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Warwick:	6 Beds	24 hour supervision/day, 7 days/week
Cranston:	4 Beds	24 hour supervision/day, 7 days/week

Open entry / Open exit? X
Yes No

New Opportunity Homes operates 365 days of the year.

Brief description of any flexibility or options offered reading star/end dates: The multidisciplinary Team meets biweekly and can approve residency at any session. Sometimes there is a waiting list when there are no beds available.

Total Cost of Program: Residents pay approximately one third of their income for rent. NOH is grant funded by DHS.

***Please email Jim Logan when a revision or update is made to the program schedule at james.logan@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: SSTARBIRTH/SSTAR of RI, Inc.

Mailing Address: 80 East Street
Cranston, RI 02920

Website address: www.sstar.org

Name of Program: SSTARBIRTH RIW PROGRAM

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Diane Gouveia	463-6001 Ext. 11	463-8572	dgouveia@sstarbirth.com

Financial Aid Contact Person: N/A

Program Description:

A residential program to assist pregnant, postpartum, and parenting women with histories of substance abuse and parenting issues to develop life skills that will allow them to live and work while maintaining sobriety and custody of their children. If applicable, a DCYF case plan is required. Program includes formal assessments including ASAM criteria, life skills, parenting skills, educational, and vocational history. After daily skills are mastered, move toward obtaining a GED and/or pre-employment skills, and obtaining housing.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:
N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A placement screening; a physical exam; a reunification plan from DCYF (if applicable); and previous psychiatric evaluations (if applicable). Also, children's medical history including latest physical exam and immunization record.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

80 East St., Cranston, RI 02920

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: N/A (Residential)

Total Cost of Program: grant funded

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Blackstone Valley Community Action Program (BVCAP)

Mailing Address: 32 Goff Street, Pawtucket, RI 02860

Website Address: www.bvcap.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Deborah Gardner	401-723-4520 x240	401-722-4410	dgardner@bvcap.org

Program Description:

The primary goal of the YS2 program is for pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Cumberland, Lincoln, and Pawtucket.

Open entry / Open exit? ☒ Yes ☐ No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 AM	4:00 PM		
Tuesday	8:30 AM	4:00 PM		
Wednesday	8:30 AM	4:00 PM		
Thursday	8:30 AM	4:00 PM		
Friday	8:30 AM	4:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Children's Friend
Mailing Address: 153 Summer Street, Providence, RI 02903
Website Address: www.cfsri.org
Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Carey Rochford	276-4338	724-9251	crochford@cfsri.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Providence in zip code areas **02904, 02906, & 02908**

Open entry / Open exit? X
 Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	5:00 pm		
Tuesday	8:30 am	5:00 pm		
Wednesday	8:30 am	5:00 pm		
Thursday	8:30 am	5:00 pm		
Friday	8:30 am	5:00 pm		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Action Partnership of Providence (CAPP)

Mailing Address: 518 Hartford Avenue

Website Address: Providence, RI 02909

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Katherine Wilson	401-273-2000 ext.115	401-273-2007	kwilson@cappri.org
Rilwan Feyisitan Jr.	401-273-2000 ext 110	401-273-2007	rfeyisitan@cappri.org

Program Description:

The primary goal of the YS2 program is to assist pregnant and parenting teens to graduate from secondary school prepared to lead productive lives. Toward this end, the YS2 provides case management services to all teen referred including those not receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and life skills (including parenting skills) b.) improve social skills and character development, and c.) reduce repeat pregnancy d.) provide financial literacy.

Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in **Providence** zip code areas **02909** and **02905**.

Open entry / Open exit? ☒ ☐
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2 group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program in a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School or an approved GED or high school equivalent program.
(schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 a.m.	4:30 p.m.		
Tuesday	9:00 a.m.	4:30 p.m.		
Wednesday	9:00 a.m.	4:30 p.m.		
Thursday	9:00 a.m.	4:30 p.m.		
Friday	9:00 a.m.	4:30 p.m.		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance
Mailing Address: PO Box 1700, Woonsocket, RI 02895
Website Address: www.communitycareri.org
Name of Program: Youth Success 2 (YS2) Program
Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Renee Belanger	235-6011	767-5240	
rbelanger@communitycareri.org			
Wilma Marin	671-6961	767-5240	
wmarin@communitycareri.org			

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: Home visiting, office appointments and workshops in CCA youth center, office hours in Woonsocket High School and YWCA PIP GED program. Project Impact GED program on-site. Free, public parking available.

Enrollment information: Ongoing, open enrollment. Client does not need to be receiving RIW benefits to enroll in program.

Open entry / Open exit? X
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 a.m	5:00 p.m.		
Tuesday	8:30 a.m	5:00 p.m		
Wednesday	8:30 a.m	5:00 p.m		
Thursday	8:30 a.m	5:00 p.m		
Friday	8:30 a.m	5:00 p.m		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

***DHS expects that agencies will update this calendar each year.**

***Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Comprehensive Community Action Program**

Mailing Address: **311 Doric Ave. Cranston, R.I 02910**

Website Address: **www.comcap.org**

Name of Program: **Youth Success 2**

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Pam Sheridan	562-2281	401-467-9030	PSheridan@comcap.org
Michele Cameron	562-2274	401-467-9030	MCameron@comcap.org
Christopher Mansfield	562-8311	401-467-9030	CMansfield@comcap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Cranston, Coventry, Foster, and Scituate.

Open entry / Open exit? X
 Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30	2:30		
Tuesday	7:30	2:30		
Wednesday	7:30	7:30		
Thursday	7:30	2:30		
Friday	7:30	2:30		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: East Bay Community Action Program
Mailing Address: 100 Bullock Point Avenue, Riverside, RI 02915
Website Address: ebcap.org
Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Angela Downing	401-437-100 x107	401-223-4459	adowning@ebcap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Newport, Portsmouth, Middletown, Tiverton, East Providence, Barrington, Bristol and Warren.

Open entry / Open exit? ☒ ☐
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:30 PM		
Tuesday	7:30 AM	2:30 PM		
Wednesday	7:30 AM	2:30 PM		
Thursday	7:30 AM	2:30 PM		
Friday	7:30 AM	2:30 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: South County Community Action
Mailing Address: 1935 Kingstown Road, Wakefield RI 02879
Website Address: sccainc.org
Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Maureen Tissiere	401-789-3016 ext. 305 401-596-7272 ext. 114 (Westerly Location)	401-596-2539	mtissiere@sccainc.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:
(i.e. GED, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served in Block Island, Charlestown, Exeter, Hopkinton, Narragansett, Richmond, South Kingstown, North Kingstown, Westerly and West Greenwich

Open entry / Open exit? ☒ Yes ☐ No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM		
Tuesday	9:00 AM	3:00 PM		
Wednesday	9:00 AM	3:00 PM		
Thursday	9:00 AM	3:00 PM		
Friday	9:00 AM	3:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

Open entry / Open exit? X
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
Tri-Town Area Schools			GED Programs	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:00 PM	9:000AM	3:00 PM
Tuesday	7:30 AM	2:00 PM	9:000AM	3:00 PM
Wednesday	7:30 AM	2:00 PM	9:000AM	3:00 PM
Thursday	7:30 AM	2:00 PM	9:000AM	3:00 PM
Friday	7:30 AM	2:00 PM	9:000AM	3:00 PM
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Westbay Community Action

Mailing Address: 205 Buttonwoods Avenue
Warwick, RI 02886

Website Address: Westbaycap.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor ☐ Contracted provider ☒

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Jennifer Mouritsen	921-2421 ext.340	739-2761	jmouritsen@westbaycap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in East Greenwich, West Warwick, and Warwick,

Open entry / Open exit? ☒ ☐
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr/wk) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:00 PM	9:00 a.m 1:00p.m.	1:00 p.m. 4:00 p.m.
Tuesday	7:30 AM	2:00 PM	9:00 a.m 1:00p.m.	1:00 p.m. 4:00 p.m.
Wednesday	7:30 AM	2:00 PM	9:00 a.m 1:00p.m.	1:00 p.m. 4:00 p.m.
Thursday	7:30 AM	2:00 PM	9:00 a.m 1:00p.m.	1:00 p.m. 4:00 p.m.
Friday	7:30 AM	2:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

CERTIFIED VENDORS

Bookkeeping/Accounting

Rhode Island College Outreach (TRABAC)

Computer Skills/Information Technology

Genesis Center

HITEP

New Horizons

Construction Pre-Apprenticeship Training

Building Futures

Culinary Arts/Hospitality

Cookie Place

Genesis Center

Customer Service

Goodwill Industries

HITEP

Training & Business Collaborative Institute

Environmental/Janitorial

Community Care Alliance

Crossroads

Genesis Center

Healthcare

Access Point RI (CNA)

CCRI (CNA, Pharmacy Technician)

Community Care Alliance (Healthcare Reimbursement Specialist)

Crossroads (CNA)

Genesis Center (Homemaker, Healthcare Exploration/Stepping Up)

HITEP (CNA)

Roger Williams University (Emergency Medical Technician)

Rhode Island Allied Health Institute (CNA)

Rhode Island College Outreach (Social Worker, Medical Assistant/TRAMA)

Health Care Training Collaborative - formerly St. Antoine's (CNA)

Legal Assistant

Roger Williams University

Office Skills

Access Point RI

Community Care Alliance

Roger Williams University

Security

Consolidated Consulting and Recruiting Service

Teacher Assistant

CCRI

Warehouse Training

Goodwill Industries

MTTI

(Automotive Service Tech, Building and Property Trades, Computer/IT Tech, HVAC, Marine Service Tech, Medical Assistant, Motor Cycle/Power Equipment Tech)

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs

Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)

Website address: www.ricoutreach.org

Name of Program: Bookkeeping and Accounting Clerk (TRABAC)

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jgiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

The bookkeeping and accounting clerk training program is a 24-week certificate program which prepares and gives students skills in manual and computerized (QuickBooks, Excel) accounting and bookkeeping functions, including the following: preparation and maintenance of ledgers, journals, adjusting and closing entries, basic financial statements, cash/banking procedures, payroll, accounts payable and receivable. Curriculum also encompasses Microsoft Office skills, keyboarding, financial literacy, oral communications and business writing. A minimum 80-hour mandatory unpaid internship in an industry setting is included as is green business certification. Soft skills instruction includes workplace social media instruction, attitudinal counseling, and effective communication. Case management services and job search, placement assistance and support provided..

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate as a Bookkeeping and Accounting Clerk from Rhode Island College Outreach Programs

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Bookkeeping, Accounting, Auditing Clerks
Bill and Account Collectors
Salaries range from \$13-\$16 per hour entry level

Prerequisites for admission into program:

BCI, High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

Open entry / Open exit? X
Yes No

Scheduled Start Date 1/17/17 Scheduled End Date 6/30/16
Scheduled Start Date 9/11/17 Scheduled End Date 3/5/18
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 24

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 am	3 pm		
Tuesday	9 am	3 pm		
Wednesday	9 am	3 pm		
Thursday	9 am	3 pm		
Friday	9 am	3 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,500.00

Total Cost Paid by RI DHS: \$4,500.00

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: New Horizons Computer Learning Center

Mailing Address: 24 Albion Road, Suite 230 Lincoln, RI 02865

Website address: www.nhrhodeisland.com

Name of Program: Desktop Support Technician/IT Technician

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Christopher Clifford	401-633-3214	401-432-7240	cclifford@nhrhodeisland.com
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Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description: Students will be prepared for entry level employment in the IT Field for entry level positions for Desktop Support, Help Desk, and IT Technician. Employers require certifications that each client will learn as well as being prepared to pass the important employer requirement certifications in CompTIA A+, CompTIA Network+, and CompTIA Security+. The training at New Horizons prepares students for these exams have a 90% pass rate. The course program includes: Microsoft Windows 7 Basic and Advanced, A+ Essentials, A+ Practical, Network+, CompTIA A+ and Network+ Exams

Names of Certificate(s) or credential(s) awarded upon completion: Upon passing the A+ Essential and Practical and Network+ the student will be award certifications. Upon completion of program student will be awarded a Certificate of Completion.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Desktop Support, Help Desk, IT Technician

Salary range: \$12.00 to \$18.00 per hour.

Prerequisites for admission into program:

TABE Reading, Math and Language results equivalent to 6.0, or CASAS 225

APTICOM – Desktop Support/Computers

High School Diploma or GED

Many employers will require a BCI Check along with Drug Testing

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: Free Parking, Public Transportation, Handicap Accessible

Open entry / Open exit? X
Yes No

Scheduled Start Date Every Monday Scheduled End Date-12 Weeks
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 12

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30	12:30	12:30	4:30
Tuesday	8:30	12:30	12:30	4:30
Wednesday	8:30	12:30	12:30	4:30
Thursday	8:30	12:30	12:30	4:30
Friday	8:30	12:30	12:30	4:30
Saturday	No Classes	No Classes	No Classes	No Classes
Sunday	No Classes	No Classes	No Classes	No Classes

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,000.00

Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:
N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Roger Williams University**

Mailing Address: **1 Empire Street Providence, RI 02903**

Website address: **www.scs.rwu.edu**

Name of Program: **Introduction to Information Technology (IT) Security**

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson **Telephone** 401-254-5218 **E-Mail:** adawson@rwu.edu

Program Description:

The **Introduction to IT Security** course will cover a variety of modules designed to introduce the student to the basics of IT security and build on existing knowledge of computers, networks, and the Internet. Topics covered will include security awareness, incident response, cyber attacks, cryptology and encryption basics, access control, basic network security, basic host and data security, and basic vulnerability assessments. Some content will be technical in nature so students are encouraged to read ahead of the provided schedule and to bring their questions to class.

Names of Certificate(s) or credential(s) awarded upon completion:

Introduction to Information Technology Security. Upon completion of this course, students should feel comfortable sitting for the Security+ certification. This certification is a de facto requirement for entry level positions within the IT security field.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|------------------------------------|--------------------|
| 1. Network and Security Engineer | Wage \$ 23.00/hour |
| 2. Network and Security Specialist | Wage \$ 23.00/hour |
| 3. Computer Forensic Investigator | Wage \$ 23.00/hour |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include English proficiency, GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 1 Empire Street in Downtown Providence.

Open entry / Open exit? x
 Yes No

Please contact Adriana Dawson at Roger Williams University 254-5218 regarding next scheduled start date.

*Hours may vary depending upon externship site.

Total Number of Weeks in Program: 6 Total Number of Hours per Week: 20-30

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Ave., Providence, RI 02907**
Website address: **www.gencenter.org**
Name of Program: **Computer Skills**

Check One: Certified vendor ☒ Contracted provider ☐

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail**
amorales@gencenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

Trainees will learn the basics of computing with an emphasis on the practical usage of computers for administrative functions. The course includes: Module 1 – Concepts of IT; Module 2 – Using the Computer and Managing Files; Module 3 – Word Processing ; Module 4 – Spreadsheets; Module 5 – Using Databases; Presentation; and Module 7 – Web Browsing and Communication . Trainees will also learn and build proficiency with general administrative/office tasks. Successful graduates will attain an ICDL certification. ICDL US is an initiative of ECDL Foundation, the international certifying authority of the leading computer skills certification program – ICDL. The mission of ICDL US is to enable the proficient use of Information and Communication Technology (ICT) that empowers individuals, organizations and society, through the development, promotion, and delivery of a quality certification program. ICDL US also promotes the development and investment in digital literacy at state, national and international level. To date, over 11 million candidates have enrolled in ICDL / ECDL programs.

Names of Certificate(s) or credential(s) awarded upon completion:

ICDL, a certification in the practical use of computers and computer applications. Designed and approved by academics and industry experts from around the world, it is supported by governments, informatics societies, international organizations and corporations globally. ICDL is delivered in 148 countries, through 41 languages. (www.icdlus.org)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---------------------------|---------------|
| 1. Receptionist | Wage \$ 9 .60 |
| 2. Bilingual Case Manager | Wage \$ 14.05 |
| 3. Senior Clerk | Wage \$ 13.71 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants must complete an orientation including CASAS assessment testing and interview. Minimum entry requirements: 6th grade reading, high intermediate English proficiency. BCI checks are performed.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Open entry / Open exit? x
 Yes No

Scheduled Start Date TBD Scheduled End Date
Scheduled Start Date TBD Scheduled End Date

Total Number of Weeks in Program: 12* Total Number of Hours per Week: 10*

*** PLEASE NOTE: individual tracks may NOT follow this schedule; course session may be more hours per week over a shorter period of week. Furthermore, if a client needs additional hours, the Genesis Center will make efforts to accommodate the requirements. If you would like to refer a client to the Computer Skills class, please call or email the contact above for specifics.**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	TBD	TBD		
Tuesday	TBD	TBD		
Wednesday	TBD	TBD		
Thursday	TBD	TBD		
Friday	TBD	TBD		
Saturday				
Sunday				

Total Cost of Program: \$1,500.00 Total Cost Paid by RI DHS: \$1,500.00

Other Types of Financial Aid available to the student: n/a

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HITEP, Inc.

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPRI.COM

Name of Program: Customer Service Training Program (Class Location Pawtucket)

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2204	info@hitepri.com

Program Description:

The Customer Service course is a multifaceted training program designed to prepare students with the necessary interpersonal and sales skills to deliver excellent customer service in a variety of settings.

The course uses the National Retail Foundation curriculum for Customer Service, which includes: assessment of client needs, product demonstration, conflict resolution, face-to-face, telephone, and email communication with clients, and strategies for customer satisfaction and retention. There is a job readiness portion of the course where students learn to write a professional resume and prepare for a job interview. The class also includes basic computer skills necessary for employment in the field. The course prepares students for the National Retail Foundation Certification in Customer Service and Sales.

Topics Covered

1. Essential communication skills when working with clients
2. Conflict resolution
3. Active listening and assessment of client needs
4. Demonstration of features and benefits of products and services
5. Gaining confidence and strategies for effective nonverbal communication
6. Time Management Skills
7. Typing Practice
8. Inventory, Merchandising, Loss Prevention, and Workplace Safety when applicable

Classroom Supplies:

Textbook: *National Retail Foundation Customer Service and Sales*

A laptop computer will be available to each student during the program.

Names of Certificate(s) or credential(s) awarded upon completion:

HITEP Customer Service Training Certification

HITEP Basic Computer Skills Certification

National Retail Foundation - Exam Preparation

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---|---|
| 1. Receptionist \$9.60+ | 4. Call center Representatives \$12.00+ |
| 2. Hotel, Motel, Resort Staff \$9.60+ | 5. Retail/Sales \$9.60 |
| 3. Customer Service Representative \$13.46+ | |

Prerequisites for admission into program:Reading/Language Level: **6.1** (- .2)Math Level: **5.1** (- .4) Always +**Locations where program is offered and information about public transportation, parking, accessibility,****etc.:** Location: Kellaway Center 461 Main Street, Pawtucket, RI 02860 (401) 785-2202

- RIPTA Bus Stops in front of building
- Parking: Parking Lot, Street Parking

Open entry / open exit? Yes No **X****Training Schedule – 2017****January 16, 2017 – February 17, 2017****March 6, 2017 – April 14, 2017****April 24 – June 2, 2017****June 12 – July 21, 2017****July 31, 2017 – September 8, 2017****September 18, 2017 – October 27, 2017****November 6, 2017 – December 15, 2017****Total Number of Weeks in Program: 5****Total Number of Hours per Week: 25****Days and Hours that Program is Offered**

	Time Starts	Time Ends
Monday	9:00	2:00
Tuesday	9:00	2:00
Wednesday	9:00	2:00
Thursday	9:00	2:00
Friday	9:00	2:00
Saturday	Off	Off
Sunday	Off	Off

Homework hours are available up to an additional 5 hours per week.**Total Cost of Program \$4299.00****Total Cost Paid by RI DHS: \$4299.00****Other Types of Financial Aid available to the student: NA at this time.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: New Horizons Computer Learning Center

Mailing Address: 24 Albion Road, Suite 230 Lincoln, RI 02865

Website address: www.nhrhodeisland.com

Name of Program: Microsoft Office Professional

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Christopher Clifford	401-633-3214	401-432-7240	cclifford@nhrhodeisland.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description: Microsoft Windows 7 Basic and Advanced, Microsoft Word Level 1-3, Microsoft Excel Level 1-2, PowerPoint, Outlook and Keyboarding. Certification Exam for MCAS Word. All books are included.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Completion and MCAS Word Certification upon passing exam.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clerical, Administrative Assistant, Receptionist, Entry level Office Support

Salary range: \$9.60 to \$16.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Reading, Math and Language results equivalent to 6.0, or CASAS 225

APTICOM – Clerical Interest

High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Free parking

Open entry / Open exit? X
Yes No

Scheduled Start Date Every Monday Scheduled End Date _6 weeks
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 6

Total Number of Hours per Week: 35

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 a.m.	4:30 p.m.		
Tuesday	8:30 a.m.	4:30 p.m.		
Wednesday	8:30 a.m.	4:30 p.m.		
Thursday	8:30 a.m.	4:30 p.m.		
Friday	8:30 a.m.	4:30 p.m.		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: Total Cost Paid by RI DHS:
\$4,000. \$4,000.

Other Types of Financial Aid available to the student:

N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Building Futures (The Providence Plan)

Mailing Address: 39 Manton, Ave., Providence, RI 02909

Website address: www.bfri.org

Name of Program: Building Futures Pre-apprenticeship program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name: Judith Titzel **Telephone:** 401.919.5919 Ext 205 **FAX:** 401.919.5928 **E-Mail:**
jtitzel@provplan.org

Financial Aid Contact Person:

Name	NA	Telephone	FAX	E-Mail
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Program Description:

Building Futures is a construction pre-apprenticeship program that prepares low-income men and women for careers in commercial construction. The end goal for our graduates is to enter one of 12 different construction trade apprenticeship programs which includes employment in the industry. Our pre-apprenticeship program includes a comprehensive assessment phase to ensure that those who enter our 5-week/200-hour training program are well suited to construction. In addition to basic construction skills training, our program also includes a strong emphasis on employability ("soft") skills, case management, construction-based math classes, financial education and counseling, career counseling, and assistance transitioning to trade apprenticeship programs with employment.

Names of Certificate(s) or credential(s) awarded upon completion:

All graduates of our pre-apprenticeship training earn certifications in: OSHC 10, First Aid/CPR, Lead Awareness and a certificate of completion from the State Apprenticeship Council. We also offer additional certification courses to our graduate to enhance their employability. These optional, elective courses include: welding, OSHA 30, and Confined Space.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Graduates of Building Futures enter one of about 12 different construction trade apprenticeships which then place their apprentices into employment. The different trades include: carpenter, electrician, plumber, pipefitter, painter, iron worker, sheet metal worker, laborer, etc. The average starting wage of a first year apprentice is \$16 per hour and after the first six months of employment, full health care benefits are available. Each year, based on number of hours worked and classroom hours attended, apprentices receive a wage advancement on a regular schedule. Apprenticeships last from 3 to 5 years, depending on the trade. Journey level workers have successfully completed their apprenticeship and receive an average of \$30 per hour.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Requirements to enter Building Futures:

Age 18 to 35, GED or high school diploma, be able to communicate in English, US citizen or authorized to work in US, RI resident, physically able to do construction work, pass a drug test.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Both our offices and training program are located at 39 Manton Ave, Providence, a short walk from a RIPTA bus stop in Olneyville Square (Broadway or Plainfield/Westminster bus). We also have ample parking directly in front of the building.

Open entry / Open exit? X
 Yes No

Training is offered 2 times a year. Please call Judy Titzel at 919-5928 for the next start date.

(NOTE: All participants must attend orientation in May and various assessment steps through mid-July. Two training sessions for those who successfully complete all assessments are scheduled for August 18 – September 19 and October 20 – November 21.)

Total Number of Weeks in Program: 5 weeks **Total Number of Hours per Week:** 40 hrs

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:00 AM	3:30 PM		
Tuesday	7:00 AM	3:30 PM		
Wednesday	7:00 AM	3:30 PM		
Thursday	7:00 AM	3:30 PM		
Friday	7:00 AM	3:30 PM		
Saturday				
Sunday				

***Hours may vary depending upon externship site.**

Total Cost of Program: \$6,349. Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: NA

We offer Riptiks, gas cards, and food cards for program participants and tools/work clothes for graduates prior to their placement in employment.

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center
Mailing Address: 620 Potters Ave., Providence, RI 02907
Website address: www.gencenter.org
Name of Program: Culinary Arts

Check One: Certified vendor ☒ Contracted provider ☐

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gencenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

Trainees will learn to prepare salads, stocks, soups, mother sauces; fabricate meat cuts; develop knife skills; decipher and convert recipes; identify and use kitchen equipment and basic and exotic ingredients; handle customers in a micro bakery/snack bar business; develop work readiness skills; work in groups and alone to achieve personal and professional goals. Full on-site assistance from Support Staff--Social Case Manager, Job Developer (soft skills training, resume building, job placement assistance), Transition Specialist (access to further training and/or higher education), and Health Care Coordinator. Follow up for one year after graduation, with full access to support services.

Names of Certificate(s) or credential(s) awarded upon completion:

Culinary Arts Job Training Program Certificate of Completion
National ServSafe Food Safety Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Per Diem Cook	\$12.88/hour
Dishwasher/Prep Cook	\$10/hour
Kitchen Supervisor	\$12/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 5th grade reading and 3rd grade math; an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Open entry / Open exit? ☐ Yes ☒ No

Scheduled Program Start Date 3/20/2017

Scheduled End Date 6/16/2017

Total Number of Weeks in Program: 13* Total Number of Hours per Week: 27.5*

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	2:30		
Tuesday	9:00	2:30		
Wednesday	9:00	2:30		
Thursday	9:00	2:30		
Friday	9:00	2:30		
Saturday				
Sunday				

Total Cost of Program: \$4,470

Total Cost Paid by RI DHS: \$4,470

Other Types of Financial Aid available to the student: n/a

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Work Place Inc. dba Cookie Place
Mailing Address: 280 Washington Street, Providence, RI 02903
Website address: www.cookieplace.org
Name of Program: Culinary Training Program
Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Raymond DePasquale	401-351-8789	401-861-2411	rdcookie@yahoo.com

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

A ten week comprehensive food service skills training program that provides basic technical and hands on instruction in a busy, operationally competitive business. Students are provided with in-depth industry information so that they can obtain their Serv-Safe Certification. They are also given the opportunity to practice the skills that they have learned in a real working kitchen environment. The skills learned here can be applied to jobs in baking, grill cook, catering, food prep positions, kitchen helper and many other categories. Once the training is complete, students are assisted in finding suitable jobs in their chosen areas of interest.

Names of Certificate(s) or credential(s) awarded upon completion:

ServSafe Certification if state test passed, otherwise food handler license.
Certificate of completion of the class.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Food preparation/utility kitchen position \$9.60 - \$13.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

5th grade education for Reading and English

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Cookie Place, 280 Washington Street, Providence, RI 02903
Some parking available, excellent bus line.

Open entry / Open exit? x
Yes No

Classes begin every 13 weeks during the calendar year.

Scheduled Start Date	January 17, 2017	Scheduled End Date	March 24, 2017
Scheduled Start Date	April 17, 2017	Scheduled End Date	June 23, 2017
Scheduled Start Date	July 17, 2017	Scheduled End Date	September 22, 2017
Scheduled Start Date	October 16, 2017	Scheduled End Date	December 22, 2017

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 20

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	1:00		
Tuesday	9:00	1:00		
Wednesday	9:00	1:00		
Thursday				
Friday	9:00	1:00		
Saturday				
Sunday				

*Hours increased daily due to homework assignments and additional job search functions.

Total Cost of Program: \$5100 Total Cost Paid by RI DHS: \$5100

Other Types of Financial Aid available to the student: n/a

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of RI

Mailing Address: 100 Houghton Street, Providence, RI 02904

Website address: www.goodwillri.org

Name of Program: Retail and Customer Service Training Program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

Goodwill Industries of Rhode Island Retail & Customer Service Skills Training Program (RACS) is a 10-week, 30 hour a week course that prepares participants specifically for entry-level retail/sales positions concentrating on customer service through sales and service. Class schedule is Monday-Friday from 9:00am to 3:00pm. It should be noted that hours will vary during the internship.

1. Enrollees will participate in classroom instruction
2. Each enrollee will complete an internship.
3. Each enrollee will complete a Retail Portfolio
4. Each enrollee will also receive wrap around services throughout the duration of the program.

Names of Certificate(s) or credential(s) awarded upon completion:

Upon successful completion of RACS training candidates can earn the National Professional Certification in Customer Service by passing a 75-question, online assessment offered through the National Retailers Federation Foundation. Goodwill Industries is an approved testing site for the NRF Foundation's National Professional Certification and testing fees are incorporated into the training fee. Accommodations can be made prior to the assessment through a formalized process.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|-----------------|---|
| 1. Stop & Shop | Wage \$9.60 (raise at 6 months plus benefits) |
| 3. Seabra's | Wage \$9.60 |
| 4. Pro-Ability | Wage \$11.50 |
| 5. Retail | Wage \$ 9.60 |
| 6. Merchandiser | Wage \$ 9.60 |

Prerequisites for admission into program:**(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)**

- Individuals who want to work in the retail industry need to understand the Monday-through-Friday, 9-to-5 workweek is the exception rather than the rule for retail salespersons, must be willing to work nights and weekends.
- While performing the duties in the retail environment, the participant is often required to stand for long periods, walk, use hands, talk, or hear, regularly required to reach with hands and arms, required to sit, climb or balance, stoop, kneel, crouch or crawl, and operate a computer.
- The participant must regularly lift up to 10 pounds and occasionally lift up to 50 pounds.
- TABE at 6th grade overall as recommended by the National Retailers Federation.
- Not to be a danger to self or others.
- Must have a copy of current BCI.
- Must be medication compliant.
- The participant needs to be "work ready."
- The participant must be able to commit to 10 weeks of classroom instruction, a weekly internship, professional development and at the completion of the training; it is anticipated that the participant will move into Job Development, Job Placement, and Job Retention services.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
 100 Houghton Street
 Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Open entry / Open exit? X
 Yes No

Scheduled Start Date March 20, 2017
Scheduled Start Date September 18, 2017

Scheduled End Date May 26, 2017
Scheduled End Date November 24, 2017

Total Number of Weeks in Program: 10**Total Number of Hours per Week: 30**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday	*****	*****		
Sunday	*****	*****		

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,500**Total Cost Paid by RI DHS: \$4, 000****Other Types of Financial Aid available to the student: N/A**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **HiTEP Hispanic Technology & Education Programs**

Mailing Address: **515 Elmwood Avenue, Suite B, Providence, RI 02907**

Website address: **WWW.HITEPri.COM**

Name of Program: **Customer Service Skills Program**

English or Spanish

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2202	info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

Customer Service Basics gives client direction on the proper interpersonal skills in the workplace and online. Recruits will continue to upgrade digital and etiquette skills and learns how to fit into today's workforce.

Customer Service Basics will give the recruit clear direction on proper interpersonal skills in the workplace and online. The customer service program revolves around 6 basic rules: Listening, Communication, Memory, Negotiate, Persuade & Satisfy. These are guides throughout your growth in business, job hunt and personal life.

The total course time consists of 150 hours. Besides classroom theory; live interaction, outside workshops, and or internship possibilities will be included into the class. Added in 2013 season is A 4 hour HiTEP Challenge-Module, documenting real life, current event activity related to local customer service products and industry.

Training is available by schedule in the prospects primary language of English or Spanish.

Names of Certificate(s) or credential(s) awarded upon completion:

HiTEP Customer Service Skills Training – Workplace Orientation Certification
HiTEP Data Entry Completion and Score
HiTEP Prep Digital Job Preparation & Readiness Associate (Premium Only)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

All Bright Outlook Occupations		
1. Office Clerks, General	43-9061.00	\$ 9.28
2. Billing, Cost, and Rate Clerks	43-3021.02	\$11.09
3. Receptionists and Info Clerks	43-4171.00	\$ 9.21
4. Customer Service	43-4051.00	\$ 11.30
5. Landscaping Field Supervisor	37-1012.00	\$ 11.28

Prerequisites for admission into program:

Reading/Language Level: **5.7** (- .2) Always + CASAS 210
Math Level: **5.1** (- .4) Always +
English **or** Spanish: Able to speak, read, write and understand
Chose the training that best fits your primary language: English or Spanish

Note to Agency: Complete HiTEP Digital/Computer Training or similar before entering Customer Service Training.

Locations where program is offered and information about public transportation, parking, accessibility, etc.:

Location: Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 21, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Open entry / open exit? Yes No **X**

Please contact HITEP for next available class.

Total Number of Weeks in Program: 5 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday	Off	Off		
Sunday	Off	Off		

**Sixteen (16) Hours Internal & External Professional Internship/Workshops
Four (4) hours - Challenge Module structured outside research**

Total Cost of Program \$4299.00 Total Cost Paid by RI DHS: \$4299.00

Other Types of Financial Aid available to the student: NA at this time.

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community Care Alliance**

Mailing Address: **55 Main Street; Woonsocket, RI 02895**

Website address: www.communitycareri.org

Name of Program: **JANITORIAL SKILLS TRAINING**

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau mrouleau@communitycareri.org	(401) 235-6047	(401) 488-2201	

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

This four week **Janitorial Skills Training** program provides basic instruction and hands on training to give individuals the competencies required for competitive janitorial and/or custodial occupations. Individuals will learn the importance of working safely by abiding by OSHA guidelines, while understanding the requirements of a green environment. This program is designed to provide students with the skills needed to secure work as a Janitor. Students will receive two weeks of job readiness training to include job search and job retention skills and two weeks of job-specific classroom training including safe chemical handling, work place safety and hands on experience working on floor buffing and using other cleaning equipment, and an understanding of green cleaning products. They will also receive an introduction to basic maintenance tasks.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificates:

Janitorial Program Completion Certificate
Blood Bourne Certificate
Floor and Rug Cleaning Certificate

Certifications:

Customer Service Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Janitor/Custodian

Housekeeper

- | | |
|---|-----------------|
| 1. Title: Janitors and Cleaners, Except Maids and Housekeeping Cleaners | Wage \$10.68/hr |
| 2. Title: Helpers--Production Workers | Wage \$10.79/hr |
| 3. Title: First-Line Supervisors of Housekeeping and Janitorial Workers | Wage \$16.87/hr |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

4th grade TABE test score.

Candidates may need a clear BCI for some employers and internships.

Must be able to push and pull 70lbs

Must have access to reliable transportation.

Must have proof of immunizations if applicable to work/internship site.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Employment & Training Center; 55 Main Street; Woonsocket, RI 02895

On-street parking available. Parking in lots across the street.

Bus route: Inbound and Outbound Bus 54 stops across the street from the training center

Open entry / Open exit? xx
 Yes No

Please contact Melissa Rouleau at Community Care Alliance 235-6047 for next available start date.

Total Number of Weeks in Program: 4

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30	3:30		
Tuesday	9:30	3:30		
Wednesday	9:30	3:30		
Thursday	9:30	3:30		
Friday	9:30	3:30		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$2800

Total Cost Paid by RI DHS: \$2800

Other Types of Financial Aid available to the student: No cost to student

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@hs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island
Mailing Address: 160 Broad Street Providence, RI 02903
Website address: www.crossroadsri.org
Name of Program: Janitorial Job Training Program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name Bernice Morris **Telephone** 401 521-2255x126 **FAX** 401 421-7410 **E-Mail** bmorris@crossroadsri.org

Financial Aid Contact Person:

Name Laurie Devlin **Telephone** 401 521-2255x303 **FAX** 401 421-7410 **E-Mail** ldevlin@crossroadsri.org

Program Description: The Janitorial Job Training Program is an 8 week training with a required forty hour internship, for individuals who seek a career in the environmental services, custodial, and janitorial industry. Students will be educated in the theory and practice of cleaning commercial and public spaces both in the classroom and with hands-on practice. The instructors will familiarize the class with current industry standards and best practices. The Janitorial Program will include a green awareness certificate from the Green Clean Institute, as well as a Mold Remediation Certificate, the only ANSI (American National Standards Institute) approved certificate in the industry. Coupled with the environmental and basic cleaning modules, will be a safety element, including blood borne pathogens and OSHA 10, along with basic skills training in math, computer literacy, job search skills, resume writing, and interviewing skills.

Names of Certificate(s) or credential(s) awarded upon completion:

1. Crossroads RI Certificate of Completion
2. Green Clean Technician Certificate
3. Mold Removal Technician Certificate
4. OSHA 10 Certificate
5. Blood borne Pathogens

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Janitor, Custodian, and Cleaner: \$10.75/hr.
2. Maid and Housekeeping Cleaner: \$9.60/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prospective students need functioning English language skills, as well as the physical ability to perform the work.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Crossroads Rhode Island
160 Broad Street
Providence, RI 02903

*Internships may take place at various sites throughout the state.

Open entry / Open exit? X
Yes No

Please contact Bernice Morris at Crossroads 521-2255 for next scheduled start date.

Total Number of Weeks in Program: 8 Total Number of Hours per Week: 20

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	12:00pm + Lab time		
Tuesday	9:00am	12:00pm + Lab time		
Wednesday	9:00am	12:00pm + Lab time		
Thursday	9:00am	12:00pm + Lab time		
Friday	9:00am	12:00pm + Lab time		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,541 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

\$41 paid through other sources. No cost of program to be paid by the student.

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Ave., Providence, RI 02907**
Website address: **www.gencenter.org**
Name of Program: **Green Environmental Services**

Check One: Certified vendor ☒ Contracted provider ☐

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail**
amorales@gencenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

Trainees will prepare for employment in industrial janitorial services and housekeeping services. Instruction will focus on proper application of environmentally sound tools and techniques and safe cleaning practices that meet the industry's professional standards and address clients' specific needs. This includes particular methods used for day care, nursing homes, assisted living and hospitals. Full on-site assistance from Support Staff--Social Case Manager, Job Developer (soft skills training, resume building, job placement assistance), Transition Specialist (access to further training and/or higher education, Health Care Coordinator. Follow up for one year after graduation, with full access to support services.) Trainees are required to attend weekly job club meetings after the completion of the program to secure employment. INCLUDES OSHA 40 HR HAZWOPER CERTIFICATION.

Names of Certificate(s) or credential(s) awarded upon completion:

Successful completion results in an OSHA HAZWOPER certification and RI Hospitality Association's First Impressions Customer Service certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Maintenance Supervisor	Wage \$	13.00
2. Environmental Services Aide (Hospital)	Wage \$	10.70
3. Painter	Wage \$	9.60

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 3rd grade reading and math); an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Open entry / Open exit? x
Yes No

Scheduled Start Date TBD Scheduled End Date TBD
*end date includes time to complete 30-hr internship

Please Contact Amy Morales at Genesis Center 781-6110 for next available start date.

Total Number of Weeks in Program: 12* Total Number of Hours per Week: 10*

***PLEASE NOTE: individual tracks may NOT follow this schedule; course session may be more hours per week over a shorter period of week. Furthermore, if a client needs additional hours, the Genesis Center will make efforts to accommodate the requirements. If you would like to refer a client to the Green Environmental Services class, please call or email the contact above for specifics. Daytime classes may be added.**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	TBD	TBD		
Tuesday	TBD	TBD		
Wednesday	TBD	TBD		
Thursday	TBD	TBD		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$1,500.00 Total Cost Paid by RI DHS: \$1,500.00

Other Types of Financial Aid available to the student: n/a

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: AccessPoint RI / People In Partnerships
Mailing Address: 111 Comstock Parkway, Cranston, RI 02920
Website address: Accesspointri.org
Name of Program: Certified Nursing Assistant Program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Brittanie Taylor	401-941-1112 ext. 117	401-632-0264	btaylor@accesspointri.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description: This training prepares students to become C.N.A.s. Students are trained to care for people who are in nursing facilities or who need home care. Students receive certification in CPR as well as Early Childhood Health and Safety. Graduates are eligible to take the State examination for C.N.A. The program includes both classroom and clinical training. In-services include Infection Control, Dietary Issues, Adult CPR, Early Childhood Health & Safety, Abuse and the Rights of Residents, and Behavior Management. *The clinical training takes place on a nursing unit of the Eleanor Slater Hospital.* Students practice, under direct supervision, skills and topics that were demonstrated in classroom and are necessary for competent and caring CNAs.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Graduation. Upon graduation, students are eligible to take the State Board Exam. Upon paying the required fee and passing the competency evaluation test, students will receive their CNA licenses.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

C.N.A. = \$11.00-15.00/hr.
Home Health Aide = \$9.60-11.00/hr.
Direct Care Worker (PCA) = \$9.60-10.00/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) Students must agree to a BCI check. They must have at least 5th grade reading level in English, as the State exam is not given in another language. Applicants must take a pre-test. Students must provide proof they have had measles and rubella shots and tuberculosis test. Hepatitis B series is expected or the student must sign a waiver regarding the risk of infection.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: The C.N.A class is takes place at the Eleanor Slater Hospital, 600 New London Ave., Cranston, RI 02920. The clinical portion of the class is held at the Heritage Hills Nursing Facility, 80 Douglas Pike, Smithfield, RI 02917.

Open entry / Open exit? ☐ Yes ☒ No Students may enter up to 2 weeks after the start date.

Scheduled Start Date 01/05/2017
 Scheduled Start Date 03/16/2017
 Scheduled Start Date 05/26/2017
 Scheduled Start Date 08/03/2017
 Scheduled Start Date 10/13/2017

Scheduled End Date 03/13/2017
 Scheduled End Date 05/22/2017
 Scheduled End Date 07/31/2017
 Scheduled End Date 10/09/2017
 Scheduled End Date 12/18/2017

Total Number of Weeks in Program: 10 **Total Number of Hours per Week: 10-35 hours**
 per week depending on the status of the participant, the schedule can be adjusted to accommodate the required hours of the participant (8:00am to 4:00pm).

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	1:00 pm (20 hr Participant)	8:00 am	4:00 pm (variable others)
Tuesday	9:00 am	1:00 pm (20 hr Participant)	8:00 am	4:00 pm (variable others)
Wednesday	9:00 am	1:00 pm (20 hr Participant)	8:00 am	4:00 pm (variable others)
Thursday	9:00 am	1:00 pm (20 hr Participant)	8:00 am	4:00 pm (variable others)
Friday	9:00 am	1:00 pm (20 hr Participant)	8:00 am	4:00 pm (variable others)
Saturday	N/A			
Sunday	N/A			

*Hours may vary depending upon externship site.

Total Cost of Program: \$4500.00

Total Cost Paid by RI DHS: \$4500.00

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community Care Alliance**

Mailing Address: **55 Main Street; Woonsocket, RI 02895**

Website address: **www.communitycareri.org**

Name of Program: **Healthcare Reimbursement Specialist**

Check One: **Certified vendor** **X** **Contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

This training program focuses on submitting correct medical procedure, diagnosis, and durable medical equipment codes for reimbursement for various payers. Individuals will learn how to fill out universal claim forms for various insurance payers. Students will learn HIPPA regulations, customer service skills, as well as, critical thinking skills. Students will also learn how to utilize an electronic health record system, ICD-9, CPT, and HCPCS coding manuals; as well as introduction to ICD-10. Word and Excel will be taught at a beginner level. Students will also learn medical terminology using our Dean Vaughn and Delmar Flash Systems. Students also receive training in job search and job retention skills as well as More for Your Money financial literacy training.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will have the opportunity to earn certifications in the following subjects:
Customer Service,
Coding & Billing Specialist and
Electronic Health Records Specialist.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Bill and Account Collectors	\$13.46-\$15.76/ hour
Medical Secretaries	\$14.20-\$16.55/ hour
Medical Records/ Health Information Technician	\$13.64-\$16.65/ hour
Secretaries'	\$14.31-\$16.70/ hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Scores: 7th grade level (reading & math)
English language proficiency (spoken/ written)
Must pass a BCI check, Age 16 or older and out of school

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Employment & Training Center; 55 Main Street; Woonsocket, RI 02895

On-street parking available. Parking in lots across the street.

Bus route: Inbound and Outbound Bus 54 stops across the street from the training center

Open entry / Open exit? xx
 Yes No

Scheduled Start Date: 2/23/17

Scheduled End Date: 5/8/17

Scheduled Start Date: 5/26/17

Scheduled End Date: 7/31/17

Scheduled Start Date: 8/17/17

Scheduled End Date: 10/23/17

Scheduled Start Date: 11/09/17

Scheduled End Date: 01/29/17

Total Number of Weeks in Program: 10

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30	3:30		
Tuesday	9:30	3:30		
Wednesday	9:30	3:30		
Thursday	9:30	3:30		
Friday	9:30	3:30		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,000

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: No cost to student

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inligs@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. Works Program
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike
Lincoln, Rhode Island 02865**

Website address: www.ccri.edu

Name of Program: **Certified Nursing Assistant Training**

Check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk (DHS referral agent)</u>	<u>333-7165</u>	<u>333-7426</u>	<u>szymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

Description & Curriculum: CCRI's Certified Nursing Assistant Program is designed to teach individuals basic nursing skills to provide care for the elderly, disabled, ill, handicapped, or dependent individuals in home settings, hospitals, and long-term care facilities. The program consists of 120 hours of training in classroom, lab, and clinical study. Students will acquire the following skill sets:

Basic nursing skills, objective and subjective observation and reporting, resident's rights, vital signs, basic rehabilitative services, personal care skills, safety and emergency procedures, tending to the Alzheimer patient, body mechanics and alignments, transfers, and medical abbreviations and verbiage.

All CCRI program participants will work with the CCRI job development specialist to develop work readiness skills and devise a placement strategy over the course of training and beyond.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a Certified Nursing Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Certified Nursing Assistant \$12.00-\$15.40/hr

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE – Reading result – minimum 7.9;
Completion of Informational Interview & Program Orientation
Physical examination,
Up-to-date immunization record,
PPD and TDAP test
BCI (Bureau of Criminal Information) check

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI, Lincoln, Warwick Campus

William M. Davies Career & Technical High School, Lincoln, RI

Tower Street Community Center, Westerly, RI

Woonsocket Area Career and Technical School, Woonsocket, RI

The facilities offer ample parking, are handicap accessible, and are on a bus line.

Open entry / Open exit? x
Yes No

Scheduled Start Date Varies* Scheduled End Date

*Classes are formed as applications are received.

Total Number of Weeks in Program: 8-11

Total Number of Hours per Week: 16-20*

Days and Hours that Program is Offered						
	Day		Afternoon		Evening	
	Time Starts	Time Ends	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 am	1 pm*	1 pm	5 pm*		
Tuesday	9 am	1 pm	1 pm	5 pm	5 pm	9 pm
Wednesday	9 am	1 pm	1 pm	5 pm	5 pm	9 pm
Thursday	9 am	1 pm	1 pm	5 pm	5 pm	9 pm
Friday**	10 am	12 pm or	2 pm	4 pm		
Saturday						
Sunday						

* Plus 1 hr of homework per day total: 24 ** Work Readiness Class

Total Cost of Program: \$1,210.00

Total Cost Paid by RI DHS: \$1,210.00

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. Works Program
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: www.ccri.edu
Name of Program: Professional Pharmacy Technician Level II

Check one: certified vendor ☒ contracted provider ☐

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk</u>	<u>333-7165</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

The program is geared toward a variety of students including those interested in becoming pharmacy technicians, pre-pharmacy students or those with a health care background looking to strengthen their current skills. This class introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions and daily pharmacy operations. This program trains individuals to effectively assist in pharmaceutical preparations and complete daily required tasks in any pharmacy environment, although on-the-job training is still a part of pharmacy training. This class also will prepare students to take the national certification exam.

Students will be thoroughly trained in the basic concepts of pharmacy calculations. Students will have the opportunity to understand and practice math concepts and calculations needed to become a certified pharmacy technician.

All CCRI program participants will work with the CCRI job development specialist to develop work readiness skills and devise a placement strategy over the course of training and beyond.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate is awarded upon successful program completion.

All students are required to take the Pharmacy Technician Certification Board (PTCB) exam for national certification (CPhT).

All students are required to apply for licensure as a Pharmacy Technician through the RI Dept. of Health.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Level II Pharmacy Technicians \$10-\$15 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Level D: Reading and Language – 9.9; Math – 12.9

HS Diploma or GED

BCI

Complete an Information Interview and Program Orientation with Program Coordinator

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI, Knight Campus, 400 East Avenue, Warwick RI 02886

The facility offers ample parking, is handicap accessible, and is on a bus line.

CCRI is offering the following:

Pharmacy Technician II Training

Warwick Campus
400 East Avenue
Warwick, RI 02889

Start: **January 31, 2017** End: **August 11, 2017**

Training Breakdown:

<u>Classroom Training:</u> (8 hrs. w/8 hrs. homework=16)	January 31, 2017 to May 18, 2017 Tuesdays & Thursdays 5:30 – 9:30 pm
<u>Work Readiness:</u> (2 hrs. & 2 hrs. homework= 4)	January 31, 2017 to August 11, 2017 Friday 10:00 am – 12:00 Noon
<u>National Exam Study Prep</u> (16 hrs.)	January 16, 2017 to February 26, 2017 Tuesdays & Thursdays 5:30-9:30
<u>60 hour Externship:</u> (15 hrs. per week) (May request a 2 nd EARR to cover Externship schedule) (Totals 20 hours per week)	July 5, 2017 to August 11, 2017

Academic Requirement: TABE: Reading 9.9 Math 12.9 Language 9.9

Interested clients must call to schedule an orientation – 333-7165

To Enter EARR choose: CCRI – VOCE TRAININGS

If you have any question, please feel to contact me at 333-7165

Denise T. Szymczuk,
CCRI Skills Training

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island

Mailing Address: 160 Broad Street Providence, RI 02903

Website address: www.crossroadsri.org

Name of Program: Certified Nursing Assistant (C.N.A.) Program

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name:	Telephone	FAX	E-Mail:
Tina Oden	521-2255 x716	401 521-3695	toden@crossroadsri.org
Name	Telephone	FAX	E-Mail
Laurie Devlin	521-2255x303	401 421-7410	ldevlin@crossroadsri.org

Program Description:

CNA Program Curriculum consists of classroom lecture, tests and quizzes, skills practice and a clinical experience. Students who pass with an 75% or higher average are awarded a Certificate of Completion. The candidate then is eligible to take the state written and skills exam to become a Certified Nursing Assistant. Employment specialists also provide information on workplace communication and ethics, customer service, filling out job applications, interview skills and resume preparation and a Career Day offers students a way to meet potential employers

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Completion.
Authorized to take state licensing exam
CPR Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

CNA \$10.88 to \$14 hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE with grade 7.0 in reading and 5.0 in Math (may consider lower score in reading after intake assessment), BCI check, Proof of Immunizations (MMR, Varicella, TDAP, negative two-step PPD), and I-9 documentation proving ability to work legally in the US.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Classroom held at
Crossroads RI
160 Broad Street, Providence, RI
(on the bust route, parking is available on the streets surrounding the location)

Clinicals held at:

Oakhill Nursing and Rehab. Center
 544 Pleasant Street, Pawtucket, RI
 (Located 2 blocks from the bus route and parking lot is available)

Vendor Name: Crossroads Rhode Island

Training Program Name: Certified Nursing Assistant (C.N.A.) Program

Open entry / Open exit? x
 Yes No

Scheduled Start Date 1/5/2017

Scheduled End Date 2/20/17

Scheduled Start Date 2/23/17

Scheduled End Date 4/10/17

Scheduled Start Date 4/27/17

Scheduled End Date 6/12/17

Scheduled Start Date 6/16/17

Scheduled End Date 7/30/17

Scheduled Start Date 8/3/17

Scheduled End Date 9/17/17

Scheduled Start Date 9/21/17

Scheduled End Date 11/5/17

Scheduled Start Date 11/9/17

Scheduled End Date 12/30/17

Total Number of Weeks in Program: 7

Total Number of Hours per Week: 22

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	2:30pm		
Tuesday	9:00am	2:30pm		
Wednesday	9:00am	2:30pm		
Thursday	9:00am	2:30pm		
Friday**				
Saturday				
Sunday				

*30/35 hour participants will attend on Friday 9:00am to 2:30pm plus homework to complete their required hours

Total Cost of Program: \$5,023

Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

\$523 paid through other sources. No cost of program to be paid by the student.

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**

Mailing Address: **620 Potters Ave., Providence, RI 02907**

Website address: **www.gencenter.org**

Name of Program: **Health Care Exploration**

Check One: **Certified vendor** ☒ **Contracted provider** ☐

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail**
amorales@gencenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

Workforce readiness training in pre-CNA, dietary assistant, personal patient care, patient transport, direct support; medical terminology, hygiene procedures, patient rights, legal and ethical issues, team building and conflict resolution. Full support of onsite Support Services staff--Social Case Worker, Job Developer (soft skills, mock interviews, resume building, job placement assistance), Transition Specialist (assistance with access to further trainings and higher education), and Health Coordinator. Five week Internships at employer partner hospitals (RI Hospital, Women & Infants), Re-Focus, 7 Hills, Cedar Crest, Ethan's Place, Capitol Ridge, Homestead Group and Family Services RI (direct support). Part of the Stepping Up initiative.

Names of Certificate(s) or credential(s) awarded upon completion:

CPR/First Aid, Alzheimer's Care Certificate, Blood borne Pathogens Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Environmental Aide/Hospital	Wage \$ 12.30
2. Transporter	Wage \$ 11.26
3. Bilingual Respite Coordinator	Wage \$ 13.00

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 5th grade reading and 4rd grade math; an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Open entry / Open exit? x
Yes No

Scheduled Program Start Date 1/16/2017

Scheduled End Date 4/14/2017*

Scheduled Program Start Date 5/15/2017

Scheduled End Date 8/11/2017

*note: time at end of program added for internship completion

Total Number of Weeks in Program: 13 Total Number of Hours per Week: 27.5

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	2:30		
Tuesday	9:00	2:30		
Wednesday	9:00	2:30		
Thursday	9:00	2:30		
Friday	9:00	2:30		
Saturday				
Sunday				

Total Cost of Program: \$3,482

Total Cost Paid by RI DHS: \$3,482

Other Types of Financial Aid available to the student: n/a

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Ave., Providence, RI 02907**
Website address: **www.gcenter.org**
Name of Program: **Homemaker**

Check One: Certified vendor ☒ Contracted provider ☐

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amy Morales	401-781-6110	401-461-8788	amorales@gcenter.org

Financial Aid Contact Person: **N/A**

Name	Telephone	FAX	E-Mail
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Program Description:

The Homemaker class equips trainees with the basic tools to succeed in the growing field of home health care. Classes combine work readiness with content areas including: Introduction to the Home Care Industry, Communication Skills, Basic Human Needs, Food and Nutrition, Body Systems and Body Mechanics, Infection Control/Fire Safety and Injury Prevention, and Housework. In addition, each trainee is supported by a job developer who works individually with learners on goals, internship placement, soft skills training, mock interviews, resume building and job placement assistance. Comprehensive case management and access to our Family Success Center, including financial counseling, is also available to each participant.

Names of Certificate(s) or credential(s) awarded upon completion:

Genesis Homemaker Training Certificate of Completion, American Red Cross Certification in CPR/First Aid, Alzheimer's Association's Alzheimer's Care Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Home Health Aide	\$10.00
Personal Care Assistant	\$11.00
Homemaker	\$9.60

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, TABE Reading, Math, and Language, etc.)

Ability to communicate verbally in English and to understand spoken English. Ability to write at the low-intermediate level (206 or higher on the CASA reading test / approximately 2nd – 3rd grade level on TABE). HS Diploma/GED is *not* required. Prior to acceptance to the program, prospective enrollees must obtain a BCI report and must (before or during the training) obtain the necessary immunizations for placement in a healthcare position.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22

Open entry / Open exit? x
 Yes No

Scheduled Start Date 1/23/2017
Scheduled Start Date 3/20/2017
_Scheduled Start Date 5/8/2017

Scheduled End Date 3/24/2017
Scheduled End Date 5/12/2017
Scheduled End Date 7/7/2017

**time extended at end to accommodate internship, if necessary*

Total Number of Weeks in Program: 14 Total Number of Hours per Week: 20*

***PLEASE NOTE: individual tracks may NOT follow this schedule; course session may be more hours per week over a shorter period of week. Furthermore, if a client needs additional hours, the Genesis Center will make efforts to accommodate the requirements. If you would like to refer a client to the Homemaker class, please call or email the contact above for specifics.**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	2:30pm		
Tuesday	9:00am	2:30pm		
Wednesday	9:00am	2:30pm		
Thursday	9:00am	2:30pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$3,100.00 Total Cost Paid by RI DHS: \$3,100.00

Other Types of Financial Aid available to the student: n/a

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP, Inc.

Mailing Address: Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPri.COM

Name of Program: Certified Nursing Assistant Program — CNA 6 Week Day Program

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2202-04	info@hitepri.com
Thomas Markey	(401)785-2202	(401)785-2202-04	info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

HiTEP's Certified Nursing Program is designed to teach individuals basic nursing skills to provide care for a wide variety of clients in a wide spectrum of facilities. **NNAAP** the National Nurse Aide Assessment Program is the national certification agency that prepares trainees for this RI Nursing License. HiTEP Training and Rhode Island State Certification Tests are in English.

Certifications in CPR - Cardiopulmonary Resuscitation & **BLS** - Basic Life Saving Techniques from the **American Heart Association** - AHA are part of the complete HiTEP Certified Nursing Preparation.

All trainees must be able to read, speak and understand English. Regular English HSD/GED is suggested but not required. HiTEP Spanish Support *Lite* is available in class for qualified Limited English Speakers (LES).

Trainees will learn the following skill sets: Basic nursing skills, objective and subjective observation and reporting, resident's rights, vital signs, basic rehabilitative services, personal care skills, safety, emergency procedures, medical abbreviations and professional verbiage are covered.

The training includes lecture time, Lab work, internship and **HiTEP Prep** that will guide the trainee to current events, customer service and computer basics related to this growing profession.

The mission of HiTEP Prep is to provide in demand training, job development and placement for our complete graduate trainees.

Names of Certificate(s) or credential(s) awarded upon completion:

- 1) Certified by NNAAP the National Nurse Aide Assessment Program & HiTEP Training Certificate
- 2) Nurse Assistant License – Temporary, State of Rhode Island, Department of Health
- 3) Eligible to take Rhode Island State Department of Health Test for Regular Professional License
- 4) Certified in CPR - Cardio Pulmonary Resuscitation – AHA - American Heart Association
- 5) Certified in BLS - Basic Life Saving Techniques – AHA - American Heart Association

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Nursing Assistant	31-1014.00	Median Wage	\$ 13.35	+16%
2. Personal Care Aides	39-9021.00	Median Wage	\$ 10.64	+44%
3. Home Health Care Aides	31-1011.00	Median Wage	\$ 12.47	+41%
4. Orderlies	31-1015.00	Median Wage	\$ 14.37	+16%

Prerequisites for admission into program:

Reading/Language Level: **6.1** (- .2) Always + CASAS 210
 Math Level: **5.1** (- .2) Always +
 English Proficiency: Able to speak, read, write and understand
 Bureau of Criminal Information (BCI) Check – Clear
 Medical – Up to date Vaccinations & Physical information records

Note to Agency: Trainees with 25, 30 and 35 hour requirements should consider 6 Week Day Program.

Location where program is offered and information about public transportation, parking, accessibility, etc.:

1 Location in Providence County:

Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 11, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Enrollment information: (7) AM Trainings

Open entry / open exit? **Yes** **No** X

Start Date: **01/9/2017** End Date: **02/17/2017**
 Start Date: **03/06/2017** End Date: **04/14/2017**
 Start Date: **04/24/2017** End Date: **06/02/2017**
 Start Date: **06/12/2017** End Date: **07/21/2017**
 Start Date: **07/31/2017** End Date: **09/08/2017**
 Start Date: **09/18/2017** End Date: **10/27/2017**
 Start Date: **11/06/2017** End Date: **12/15/2017**

Total Number of Weeks in Program: 6 Total Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday			9:00	2:00
Tuesday			9:00	2:00
Wednesday			9:00	2:00
Thursday			9:00	2:00
Friday			9:00	2:00
Saturday			Off	Off
Sunday			Off	Off

Sixteen (16) Hours Internal & External Professional Clinical Internship

Total Cost of Program \$4299.00 Total Cost Paid by RI DHS: \$4299.00

Other Types of Financial Aid available to the student: **WIA, TAA**, at this time.

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPri.COM

Name of Program: Certified Nursing Assistant C.N.A. 8 Week Evening Program

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2202-04	info@hitepri.com
Thomas Markey	(401)785-2202	(401)785-2202-04	info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

HiTEP's **Certified Nursing Program** is designed to teach individuals basic nursing skills to provide care for a wide variety of clients in a wide spectrum of facilities. **NNAAP** the National Nurse Aide Assessment Program is the national certification agency that prepares trainees for this RI Nursing License. HiTEP Training and Rhode Island State Certification Tests are in English.

Certifications in CPR - Cardio Pulmonary Resuscitation & **BLS** - Basic Life Saving Techniques from the **American Heart Association** - AHA are part of the complete HiTEP Certified Nursing Preparation.

All trainees must be able to read, speak and understand English. Regular English HSD/GED is suggested but not required. HiTEP Spanish Support *Lite* is available in class for qualified Limited English Speakers (LES).

Trainees will learn the following skill sets: Basic nursing skills, objective and subjective observation and reporting, resident's rights, vital signs, basic rehabilitative services, personal care skills, safety, emergency procedures, medical abbreviations and professional verbiage are covered.

The training includes lecture time, Lab work, internship and **HiTEP Prep** that will guide the trainee to current events, customer service and computer basics related to this growing profession.

The mission of HiTEP Prep is to provide in demand training, job development and placement for our complete graduate trainees.

Names of Certificate(s) or credential(s) awarded upon completion:

- 1) Certified by NNAAP the National Nurse Aide Assessment Program & HiTEP Training Certificate
- 2) Nurse Assistant License – Temporary, State of Rhode Island, Department of Health
- 3) Eligible to take Rhode Island State Department of Health Test for Regular Professional License
- 4) Certified in CPR - Cardio Pulmonary Resuscitation – AHA - American Heart Association
- 5) Certified in BLS - Basic Life Saving Techniques – AHA - American Heart Association

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Nursing Assistant	31-1014.00	Median Wage	\$ 13.35	+16%
2. Personal Care Aides	39-9021.00	Median Wage	\$ \$10.64	+44%
3. Home Health Care Aides	31-1011.00	Median Wage	\$ 12.47	+41%
4. Orderlies	31-1015.00	Median Wage	\$ 14.37	+16%

Prerequisites for admission into program:

Reading/Language Level: **6.1** (- .2) Always + CASAS 210
Math Level: **5.1** (- .2) Always +
English Proficiency: Able to speak, read, write and understand

Bureau of Criminal Information (BCI) Check – Clear

Medical – Up to date Vaccinations & Physical information records

Note to Agency: Trainees needing 25, 30 and 35 hour requirements should consider 6 Week Day Program.

Location(s) where program is offered, and information about public transportation, parking, accessibility,...

One Nursing Location in Providence County:

Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 21, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Open entry / open exit? Yes No **X**

Start Date: 01/9/2017	End Date: 03/02/2017
Start Date: 01/23/2017	End Date: 03/16/2017
Start Date: 03/13/2017	End Date: 05/04/2017
Start Date: 04/3/2017	End Date: 05/25/2017
Start Date: 05/15/2017	End Date: 07/06/2017
Start Date: 06/12/2017	End Date: 08/3/2017
Start Date: 07/17/2017	End Date: 09/7/2017
Start Date: 08/21/2017	End Date: 10/12/2017
Start Date: 09/18/2017	End Date: 11/9/2017
Start Date: 10/30/2017	End Date: 12/21/2017

Total Number of Weeks in Program: **8** Total Hours per Week: **20**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday			4:00	9:00
Tuesday			4:00	9:00
Wednesday			4:00	9:00
Thursday			4:00	9:00
Friday			Off	Off
Saturday			Off	Off
Sunday			Off	Off

Sixteen (16) Hours Internal & External Professional Clinical Internship

Total Cost of Program **\$4299.00** Total Cost Paid by RI DHS: **\$4299.00**

Other Types of Financial Aid available to the student: WIA, TAA ... at this time.

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Health Care Training Collaborative
(formerly Saint Antoine Residence TEAMhealth2)

Mailing Address: 10 Rhodes Ave, North Smithfield, RI 02896

Website address: N/A

Name of Program: CNA and Career Laddering Program

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Elaine Marchand	401-235-6038	401-488-2201	emarchand@communitycareri.org

Program Description:

This 10 week enhanced CNA program includes a 2 week career building (job readiness) training, 6 week nursing assistant classroom/hands on practical training and a 2 week intensive clinical rotation to prepare students to take the state exam to become Certified Nursing Assistants (CNA's) and to be highly employable in the health care community. The TEAMhealth2 program also provides personal case management, job placement assistance, and career laddering opportunities to become CNA II, CMT, LPN and RN.

Names of Certificate(s) or credential(s) awarded upon completion:

Certified Nursing Assistant, More for Your Money Certificate, Career Building Skills Certificate, Customer Service Certificate, Certified Nursing Assistant Rhode Island State License

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Title	Student CNA	Wage \$ 9.60 - \$10.00
Title	Licensed CNA	Wage \$ 10.00 - \$12.00

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

- *Must be 16 years old & not a fulltime high school student
- *Pass a BCI (Criminal Background Check)
- *Pass a TABE (Test of Adult Basic Education) at a 6th grade level
- *Be able to push or pull 70 lbs.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Week 1& 2 Community Care Alliance, 55 Main Street, Woonsocket, RI 02895

Week 3 – 10 Saint Antoine Residence, 10 Rhodes Ave, North Smithfield, RI 02896

RIPTA service is available for the start of class, but there is not service for when the class ends at 9:30

Plenty of public parking is available.

Open entry / Open exit? x
Yes No

Please contact Elaine Marchand at Community Care Alliance 235-6038 for the next available start date.

Total Number of Weeks in Program:10

Total Number of Hours per Week: 30

Days and Hours that Program is Offered- Career Building Skills portion – week 1-2 at Family Resources Community Action				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	2:00	9:30		
Tuesday	2:00	9:30		
Wednesday	2:00	9:30		
Thursday	2:00	9:30		
Friday				
Saturday				
Sunday				
Days and Hours that Program is Offered- Classroom instruction and Clinical rotation at Saint Antoine week 3-10				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	2:00	9:30		
Tuesday	2:00	9:30		
Wednesday	No class			
Thursday	2:00	9:30		
Friday	2:00	9:30		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: 5,100 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: United Way

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RHODE ISLAND ALLIED HEALTH INSTITUTE

Mailing Address: 8 SUMMER COURT, SMITHFIELD, RHODE ISLAND 02917

Website address: RIAlliedHealthInstitute.com

Name of Program: CERTIFIED NURSING ASSISTANT PROGRAM

Check One: Certified vendor ☒ Contracted provider ☐

Contact Person(s) for Program Information:

Name: ADA EZEAMA MSN RN Telephone: 401-391-2230

E-Mail: adaezeama2003@yahoo.com

Name: MARTIN EZEAMA Telephone: 401-580-6800

E-Mail: mezeama@aol.com

Financial Aid Contact Person:

Name: ADA EZEAMA MSN RN Telephone: 401-391-2230

E-Mail: adaezeama2003@yahoo.com

Program Description:

The mission of Rhode Island Allied Health Institute (RIAHI) is to provide high quality, convenient and best comprehensive nursing/allied preparatory education courses at the lowest cost. RIAHI offers a 120 hour course throughout the year with class options during the day, evenings or weekends. It prepares students for employment in long-term care facilities, home health agencies, hospitals and hospice organizations where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, infection control, CPR and the job-seeking process. Students participate in clinical activities under the supervision of the RN nurse/instructor in both the skills lab and clinical facilities. Upon completion of this program, the student is eligible for certification and registry as a CNA in the State of Rhode Island. The program has been approved by the State of Rhode Island Board of Nursing in March 2012.

Names of Certificate(s) or credential(s) awarded upon completion:

The Curriculum is structured to provide theory and practical applications on skills needed to function as a Certified Nursing Assistant (CNA). Upon successful completion of the program curriculum, a certificate of completion is awarded and the graduate is then qualified to take the certification exam administered by Rhode Island Department of Health.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Certified Nursing Assistant \$10 - \$16

Home Health Assistant \$10 - \$13

Patient care Assistant \$12 - \$17

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, read/write English, etc.)

Selection Criteria may include:

- High School Diploma or GED (Preferred, but not required)
- Applicant's interview ☐
- Demonstration of Competency within the assigned testing timing periods (less than 1-2hrs) of 2-4 pages within Mosby's Essentials for Nursing Assistants by Sorrentino.
- TABE Score 6th grade or higher in Reading & Math

- No active Felony in the past 5 years or Unprofessional Conduct such as theft or shoplifting.
- Proof of Citizenship or legal residency status.

Location where program is offered, and information about public transportation, parking and accessibility

Office / Program location: 1117 Douglas Avenue, North Providence, 02904

Public transportation: on RIPTA Bus route - Buses 52, 53

Handicap accessible and multiple parking spaces.

Open entry / Open exit? x
Yes No

Please contact Ada Ezeama at Rhode Island Allied Health Institute 391-2230 for next scheduled start date.

Total Number of Weeks in Program: 6

Hours per week: 22

*** Indicates Start of Weekend Class**

Day Classes: 9am – 2:30pm **Evening Classes:** 4pm – 9pm

Weekend Classes: Fridays 9am – 2:30pm & Saturdays 7:30am – 5:00pm

Days and Hours that Program is Offered*				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9AM	2:30PM	4PM	9PM
Tuesday	9AM	2:30PM	4PM	9PM
Wednesday	9AM	2:30PM	4PM	9PM
Thursday	OFF	OFF	OFF	OFF
Friday	9AM	2:30PM	4PM	9PM
Saturday	7:30AM	5:00PM	N/A	N/A
Sunday	OFF	OFF	N/A	N/A

***Hours may vary depending upon externship site.**

Total Cost of Program: \$4000.00

Total Cost Paid by RI DHS: \$4000.00

Costs includes all expenses including privileges to prepare for the State Board Examination, course/skills mediation sessions and to re-take the program up to three times total after two failures of the RI NATCEP Exam with the student assuming the cost of examination fees and other expenses after the initial failure.

Other Types of Financial Aid available to the student:

Non Rhode Island Works Students or Students paying out of pocket may qualify for Rhode Island Allied Health Financial Aid and Assistance based on Severe Economic Status. Payment plans are also available.

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs
Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)
Website address: www.ricoutreach.org
Name of Program: Medical Assistant

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jgiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description:

The Medical Assistant training program is a 24- week certificate program which includes medical terminology, overview of third-party billing, clinical testing techniques, pharmaceuticals, electronic charting, CPR and First Aid certification. Skills sets gained are as follows: medical assisting, front desk procedures (reception and scheduling), office and computer and electronic charting skills, microsoft office skills, keyboarding, financial literacy, oral communications and business writing, math/english basic skills and workplace social media instruction. A minimum 120-hour mandatory unpaid internship in a health care setting. Attitudinal counseling and case management services are provided as are job placement assistance and support. A comprehensive soft skills course sequence is taught as well.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate as a Medical Assistant from Rhode Island College Outreach Programs

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Medical Assistant
Medical Secretaries
Salaries range from \$12-\$15 entry level

Prerequisites for admission into program:

BCI, High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

Open entry / Open exit? x
 Yes No

Scheduled Start Date 1/23/17
Scheduled Start Date 9/18/17

Scheduled End Date 7/7/17
Scheduled End Date 2/17/18

Total Number of Weeks in Program: 24

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 am	3 pm		
Tuesday	9 am	3 pm		
Wednesday	9 am	3 pm		
Thursday	9 am	3 pm		
Friday	9 am	3 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,500.00

Total Cost Paid by RI DHS: \$4,500.00

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University
Mailing Address: 1 Empire Street, Providence RI 02903
Website address: www.scs.rwu.edu
Name of Program: Emergency Medical Technician (EMT Basic)

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson **Telephone:** 401-254-5218 **E-Mail** adawson@rwu.edu

Program Description: Many a person's first emergent experience with the healthcare system throughout the world is with the prompt response and expert care of Emergency Medical Technicians (EMTs) and Paramedics. Various medical emergencies and trauma may require immediate medical intervention from EMS providers. Throughout the nation and world, 24/7, EMT's respond to emergencies, provide treatment, and transport the sick or injured. Emergency Medical Technician is a single semester course averaging 220 hours of training and is required in order to advance to paramedic training. The last week of the class will be test prep so students are prepared to take the national exam.

Names of Certificate(s) or credential(s) awarded upon completion: Students will be awarded a certificate of completion upon successfully meeting course requirements. Upon successful completion, students will be eligible to sit for the National Registry of Emergency Medical Technician's credentialing exams.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---------------------------------|--------------------|
| 1. Emergency Medical Technician | Wage \$ 13.20/hour |
| 2. Patient Care Technician | Wage \$ 11.00/hour |
| 3. 911 Dispatcher | Wage \$ 15.00/hour |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the EMT program include GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered in partnership with American Safety Programs, and courses are conducted at both RWU School of Continuing Studies 150 Washington Street in Providence.
Some didactic portions of the programs may be available in online format.

Open entry / Open exit? x
Yes No

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 24

Please Contact Adriana Dawson at Roger Williams University 254-5218 for next scheduled class start date.

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: NA

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: 1 Empire Street Providence, RI 02907

Website address: www.adawson@rwu.edu

Name of Program: Legal Assistant

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson **Telephone** 401-254-5218 **E-Mail** adawson@rwu.edu

Program Description:

This basic legal assistant training program is designed to help you acquire the knowledge, skills, and work habits employers seek when hiring legal secretaries and/ or legal assistants. The program examines the foundation, organization, and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional.

In addition, students will receive computer skill training including Windows XP, Internet Explorer, and Microsoft Office. This course will include practice files, customized video tutorials, step-by-step instructions, Microsoft's official E-book, as well as daily email correspondence with the instructor.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will be awarded a certificate of completion upon successfully meeting course requirements.

Students will be awarded a certificate of completion upon successfully meeting course requirements and be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam for Word

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|----------------------|--------------------|
| 1. Legal Secretary | Wage \$ 16.35/hour |
| 2. Court Clerk | Wage \$ 19.44/hour |
| 3. Records Processor | Wage \$ 16.35/hour |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include English proficiency, GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 1 Empire Street in Downtown Providence.

Vendor Name: RWU

Training Program Name: Legal Assistant

Open entry / Open exit? ☐ Yes ☒ No

Please contact Adriana Dawson at Roger Williams University 254-5218 for next scheduled start date.

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 20

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: NA

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: AccessPoint RI/People In Partnerships
Mailing Address: 111 Comstock Parkway, Cranston, RI 02920
Website address: Accesspointri.org
Name of Program: Office Assistant Program

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Brittanie Taylor	941-1112 ext.117	401-632-0264	btaylor@accesspointri.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description: This training prepares students with a working knowledge of basic computer skills consisting of use of the Internet, use of e-mail systems, and introduction to Office 2010 including Microsoft Word, Excel and PowerPoint and Access. In addition, students will work on typing skills using an individualized typing tutorial program. Students work at their own pace, and therefore, they may learn more advanced capabilities on the computer. The course includes, as well, integration of documents, communications such as letters and memos, general office skills such as copying and faxing, reception skills and phone etiquette.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Graduation.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

General Office Worker = \$9.60 - \$11.00/hrly.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) A partial TABE test is required. The outcome does not affect eligibility for entry into the program, but ideally, students should have at least 5th grade reading level. A HS diploma or GED is strongly recommended but not required. Students must agree to a BCI check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 111 Comstock parkway, Cranston RI 02920

Open entry / Open exit? X
Yes No

Scheduled Start Date Open Enrollment/ students may start on any Monday.
Scheduled End Date 12 Weeks from start date

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 25-35 hours
per week depending on the status of the participant, the schedule can be adjusted to meet the requirements
of the participant.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	2:30 pm	9:00 am	2:30 pm
Tuesday	8:30 am	2:30 pm	9:00 am	2:30 pm
Wednesday	8:30 am	2:30 pm	9:00 am	2:30 pm
Thursday	8:30 am	2:30 pm	9:00 am	2:30 pm
Friday	8:30 am	2:30 pm	9:00 am	2:30 pm
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4500.00 Total Cost Paid by RI DHS: \$4500.00

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the
program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community Care Alliance**
Mailing Address: **55 Main Street; Woonsocket, RI 02895**
Website address: **www.communitycareri.org**
Name of Program: **Administrative Office Management**

Check One: **Certified vendor** **X** **Contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

Students entering the Administrative Office Management program will learn a variety of administrative and clerical duties necessary to run an organization efficiently. They are introduced to the roles of information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail and how to handle travel and guest arrangements.

Students will be introduced to typing, word processing, writing, and communication skills that are essential for all secretaries and administrative assistants. They will obtain knowledge of computer software applications, such as desktop publishing, project management, spreadsheets, and database management. Lastly, students will have More for Your Money Financial Literacy Training.

Names of Certificate(s) or credential(s) awarded upon completion:

Administrative Office Management Completion Certificate
Typing Certificate
Customer Service Certification
Microsoft Application Specialist Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Receptionists and Information Clerks	\$9.60-\$10.97
Executive Secretaries & Administrative Assistants	\$16.45-\$19.26
Customer Service Representatives	\$11.18-\$13.10
Stock Clerks	\$9.60-\$10.50
Office Clerks, General	\$9.60-\$11.03

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Score 5th Grade or Higher

Age 16 or higher and not a full time high school student

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Employment & Training Center; 55 Main Street; Woonsocket, RI 02895

On-street parking available. Parking in lots across the street.

Bus route: Inbound and Outbound Bus 54 stops across the street from the training center

Open entry / Open exit? x
Yes No

Please contact Melissa Rouleau at Community Care Alliance 235-6047 for the next scheduled start date.

Total Number of Weeks in Program: 10

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30	3:30		
Tuesday	9:30	3:30		
Wednesday	9:30	3:30		
Thursday	9:30	3:30		
Friday	9:30	3:30		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,000

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: No cost to student

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: ! Empire Street Providence RI 02903

Website address: www.scs.rwu.edu

Name of Program: Professional Office Skills

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name: Adriana Dawson **Telephone:** 401254-5218 **E-Mail:** adawson@rwu.edu

Program Description:

Students will receive computer skill training including Windows XP, Internet Explorer, and Microsoft Office. Classes will be face-to-face and embedded in the instruction will be mini-lessons created to meet the individual need of skill level. In addition to classroom time, this course will include practice files, customized video tutorials, step-by-step instructions, Microsoft's official E-book, as well as daily email correspondence with the instructor.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will be awarded a certificate of completion upon successfully meeting course requirements and be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam for Word. OIC/RWU instructors prepare the students for the MOS and I3 certification exams, allowing for early passing of exams. RWU is a Pearson Vue testing center and the students can take the exam online at the Providence campus at 150 Washington Street, Providence, RI 02903

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|--------------------|--------------------|
| 1. Secretary | Wage \$ 16.35/hour |
| 2. Court Clerk | Wage \$ 19.44/hour |
| 3. Legal Assistant | Wage \$ 16.35/hour |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 150 Washington Street in Downtown Providence.

Open entry / Open exit? x
Yes No

Please contact Adriana Dawson at Roger Williams University 254-5218 for next scheduled start date.

Total Number of Weeks in Program: 6 Total Number of Hours per Week: 20-30

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: NA

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: CCRS (Consolidated Consulting & Recruiting Services)
Mailing Address: 199 Camp Street Providence, RI 02906
Website address: www.ccrsonline.com

Name of Program: Certified Protection Officer I or Certified Protection Officer II

Check One: Certified vendor X Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Eugene Monteiro	401-390-2277	401-250-5565	emonteiro@ccrsonline.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Eugene Monteiro	401-390-2277	401-250-5565	emonteiro@ccrsonline.com
	401-441-9776		

Program Description: In the Private Security and Investigation course, students will learn the basic and legal responsibilities of a protection professional, an understanding of the employment opportunities within the field, report writing, developing a statement, interviewing skills and techniques and First Aid/CPR training. Focus will be a thorough examination of all aspects of public and private sectors of the protection officer profession. Students will learn everything from basic self-defense to asset prevention, legal responsibility and liability.

Names of Certificate(s) or credential(s) awarded upon completion: Participants receive the following national certifications; Certified Protection Officer (CPO), Basic Baton Tactics (BBT®), Practical & Tactical Handcuffing (PATH®), Oleoresin Capsicum Aerosol Training (OCAT®), First Aid/ CPR and Automated External Defibrillator (AED). In addition participants will receive a course completion certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Basic Security Officer	\$9.60 - \$10.50	Event Security Officer	\$9.60 - \$15.00
Asset Protection Officer	\$15.00 - \$20.00	Loss Protection Officer	\$10.00 - \$15.00
Armor Car Carrier	\$12.00 - \$20.00	Contract Security Professional	\$15.00 - \$25.00
Private Investigator	\$15.00 - \$25.00	Corporate Investigator	\$15.00 - \$25.00

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI Check, High School Diploma/ GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

199 Camp Street Providence, RI 02906

Open entry / Open exit? X
 Yes No

Please contact Eugene Monteiro at CCRS 390-2277 for the next scheduled start date.

Total Number of Weeks in Program: 8 **Total Number of Hours per Week:** 38

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:00 am	2:00 pm		
Tuesday	8:00 am	2:00 pm		
Wednesday	8:00 am	2:00 pm		
Thursday	8:00 am	2:00 pm		
Friday	8:00 am	2:00 pm		
Saturday				
Sunday				

***Hours may vary depending upon externship site.**

Total Cost of Program: \$4500.00 **Total Cost Paid by RI DHS:** \$4500.00

Other Types of Financial Aid available to the student:

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike; Lincoln, Rhode Island 02865
Website address: www.ccri.edu
Name of Program: Teacher Assistant Certification Program
Check one: certified vendor ☒ contracted provider ☐

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Denise T. Szymczuk (DHS referral agent)	333-7165	333-7426	dszymczuk@ccri.edu

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

The Rhode Island Department of Education approved, seven week program will provide training consistent with state standards for all persons interested in being employed as a full-time, part-time, or substitute teacher.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate of completion recognized by the RI Department of Education is awarded upon the successful completion of all classes, assignments, job shadow and the final assessment.

Instruction is provided by a multidisciplinary team. Topics to be addressed include: roles and responsibilities of the teacher assistant, human development diversity, special education basic rights, school health & safety, the instructional process, school laws, computer & technology skills, positive classroom climate, team building & collaboration, and professionalism & communication.

Students will be required to complete three hours of job shadowing a TA. Students will also be required to periodically meet with the job developer.

In addition to this program, students must also have a minimum of 48 college credits OR successfully pass the ParaPro Assessment. Students who do not meet the minimum of 40 college credits will need to also register for the ParaPro Review Class and Assessment below.

ParaPro Assessment Review Class

This class is designed to assist students who are preparing to take the ParaPro Assessment: Instruction, review, and practice are provided in requisite reading, mathematics, and writing skills.

ParaPro Assessment

The ParaPro assessment measures the reading, writing and basic math competencies of practicing and prospective paraprofessionals. In accordance with No Child Left Behind, the ParaPro Assessment can be used to certify teacher's aides and assistants in the instruction of these subjects to school children. CCRI offers the Internet-based version of the test.

All program participants will work with the CCRI job development specialist to devise a placement strategy over the course of training and beyond.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate of completion recognized by the RI Department of Education is awarded upon the successful completion of all classes, assignments, job shadow and the final assessment. Securing a score of 461 on the ParaPro Assessment is required to work in RI.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Teacher Assistant - \$9.60 to \$18.50 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma and TABE: Reading Math, and Language (students must score a minimum of 7.0 in each area).

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI Flanagan Campus in Lincoln and Knight Campus in Warwick. These facilities offer ample parking, are handicap accessible, and are on the bus line.

Open entry / Open exit? x
 Yes No

Scheduled Start Date 2/21/17 to 5/24/17 Warwick Campus Tues & Thur & Work Readiness- Fri

Scheduled Start Date 3/2/17 to 5/24/17 Lincoln Campus Mon & Wed & Work Readiness- Fri

Number of Weeks in Program: 7 – 12 Number of Hours per Week: 12*

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	6 pm	9 pm		
Tuesday			6 pm	9 pm
Wednesday	6 pm	9 pm		
Thursday			6 pm	9 pm
Friday**	10 am	12 pm or	2 pm	4 pm
Saturday				
Sunday				

* Includes homework **Work Readiness Class

Total Cost of Program: \$550 w/ 48 Credits or Degree

\$680 w/out 48 Cred or Degree for National ParaPro Review & Test

Total Cost Paid by RI DHS: \$550 / \$ 680

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of Rhode Island
Mailing Address: 100 Houghton Street, Providence, RI 02904
Website address: www.goodwillri.org
Name of Program: Warehouse Training Program

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Program Description:

There is a constant demand for workers in the many distribution/warehouse centers throughout Rhode Island. To meet this demand, Goodwill Industries of RI's is now offering a twelve-week Warehouse Training Program (WTP), which is aimed at serving individuals with barriers to employment. The WTP runs Monday – Friday from 8:30 a.m. to 2:30 p.m.; “hands-on” training takes place on Monday's, Wednesday's and Friday's, Tuesdays are OSHA training days and starting the 5th week of the program, work readiness classes begin on Thursday's.

The twelve-week Warehouse Training Program provides all the entry-level and career advancement skills needed to succeed in the warehouse field and it is designed to provide students with “hands-on” training.

Names of Certificate(s) or credential(s) awarded upon completion:

When participants satisfactorily complete all of course requirements, they will receive a final report; certificate of completion for Goodwill's Warehouse Program, OSHA certification, and for those who are eligible a Fork Lift certification.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|--|---------------|
| 1. Alex & Ani Factory/Warehouse (Picker Puller) | Wage \$ 10.00 |
| 2. Swiss Line Precision Mfg. Inc. (Machine Operator) | Wage \$ 9.60 |
| 3. Sears Store Woonsocket (Back Room Associate) | Wage \$ 9.60 |
| 4. Tasca Parts Center (Parts Picker/Order Picker) | Wage \$ 9.60 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

The eligibility criteria and physical demands described here are representative of those that must be met by a participant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with barriers to perform the essential functions.

- The student must be able to regularly lift up to 25 pounds and occasionally lift up to 75 pounds,
- Be at least 18 years old,
- Have basic skills in listening, math, and ability to follow directions,
- While performing the duties of a job, the student is often required to stand for long periods, walk, use hands, talk or hear, and have good eyesight,
- Regularly required to reach with hands and arms,

- Required to sit, bend, climb or balance, stoop, kneel, crouch or crawl, and at times operate a computer,
- Specific vision abilities required by the job include distance, color, peripheral, depth perception, and ability to focus,
- Not to be a danger to self or others,
- Participant must be clean and sober during training,
- The participant must have excellent attendance,
- The participant needs to display "work ready" skills,
- The participant must be able to commit to 12 weeks of hands-on and classroom instruction.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
100 Houghton Street
Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Open entry / open exit? X
Yes No

Please contact Christine Yankee at Goodwill 861-2080 x119 to find out next scheduled start date.

Total Number of Weeks in Program: 12 weeks

Total Number of Hours per Week: 30 hours per week

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	8:30	2:30
Tuesday	8:30	2:30
Wednesday	8:30	2:30
Thursday	8:30	2:30
Friday	8:30	2:30

Total Cost of Program: Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: N/A

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: mtti.edu

Name of Program: Automotive Service Technician
Building & Property Trades Technician
Computer Service Technician/Network Installer
HVAC/R Technician
Marine Service Technician
Medical Assistant
Medical Billing & Coding/Office Management
Motorcycle/Power Equipment Technician
Personal Fitness Trainer

Check One: Certified vendor x Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Varies

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

1241 Fall River Avenue, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information:

Open entry / Open exit? X (evening) x (day)
Yes No

Call the MTTI contact people listed above for start dates.

Total Number of Weeks in Program: 27-30 (day) **Total Number of Hours per Week:** 31.5 (day)
68-70 (evening) 12 (evening)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:30 pm	5:30 pm	9:30 pm
Tuesday	8:30 am	3:30 pm	5:30 pm	9:30 pm
Wednesday	8:30 am	3:30 pm	5:30 pm	9:30 pm
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

***Hours may vary depending upon externship site.**

Total Cost of Program: \$14,100 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.**